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Vice Presider

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PUBLIC LIBRARY

San Francisco Public Library Commission
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Charles A. Higueras, A.I.A.
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Carol Steiman
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Helen Marte Bautista
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Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

03

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE:	Tuesday, March 4, 2003
TIME:	4:00 PM
PLACE:	Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. APPROVAL OF THE MINUTES — ACTION

Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of February 4, 2003.
Explanatory document: draft Minutes

2. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth — DISCUSSION

(This item is to allow the City Librarian to report on recent Library activities and make announcements)
The City Librarian will report on the following subjects: impacts of the proposed 2003/04 State Budget, SFPL participation in the "Imagine it, explore it, create it" Conference, publication of "Inscriptions", and the impact of peace demonstrations on the Main Library, and exhibits and programs.

3. LIBRARY STRAGETIC PLAN UPDATE REPORT — DISCUSSION

Presentation and discussion of the Library's ongoing strategic planning activities.
Explanatory document: Summary of 2/19/03 Community Planning Committee meeting

4. LIBRARY 2003/04 BUDGET — ACTION

Presentation on and discussion of and possible action to approve a contingency budget reduction plan for the Library's 2003/04 Budget.
Explanatory documents: February 13 2003/04 budget memo.

5. LIBRARY 2003/04 BUDGET — ACTION

Presentation on and discussion of and possible action to approve budget change proposals for the Library's 2003/04 Budget.
Explanatory documents: February 13 2003/04 budget memo.

6. COLLECTION RECOVERY PROGRAM — ACTION

Presentation and discussion of and possible action to recommend to the Board of Supervisors approval of a $10 fee to fund a collection recovery program.
Explanatory document: Collection Recovery Program follow-up memo and supporting documents

AN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings. The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.
Michael Housh, Commission Secretary 1/21/03

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7. **MAIN LIBRARY PLAQUES** ACTION
Presentation and discussion of a proposal to create commemorative plaques to be located in the Larkin Street entrance of the Main Library and possible action to approve the placement and design of a dedicatory plaque honoring those who made significant contributions in the decades long effort to build the new Main Library
Explanatory document: Wall of Library Heroes memo, proposed plaque text

8. **FRIENDS AND FOUNDATION REPORT** DISCUSSION
(This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

9. **LABOR UNION REPORT**
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

10. **NEW BUSINESS**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

11. **PUBLIC COMMENT**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

12. **ADJOURNMENT** (requires motion and public comment) ACTION

2/27/03 - M.Housh, Commission Secretary5

Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.org/.

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, February 4, 2003

The San Francisco Public Library Commission held its regular meeting on Tuesday, February 4, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:06PM.

The following members were noted present: Commissioners Bautista, Chin, Coulter, Higueras, and Steiman. Commissioners Streets and Strobin were excused attendance.

AGENDA ITEM #1 APPROVAL OF THE JANUARY 7, 2003 MINUTES

Public comment on AGENDA ITEM #1 APPROVAL OF THE JANUARY 7, 2003 MINUTES

Anonymous member of the public called attention to problems with the recordings of this meeting and cited two examples where the Minutes were abbreviated and/or eviscerated of meaning. Mr. Ed Regan reported that his comments were accurately reflected in the Minutes.

Commission discussion of AGENDA ITEM #1 APPROVAL OF THE JANUARY 7, 2003 MINUTES

Commissioner Coulter called attention to a missing article in the report on public comment on the Minutes.

MOTION: by Commissioner Chin, seconded Commissioner Bautista by for approval of the Minutes of January 7, 2003.

ACTION: AYE 5-0 (Chin, Coulter, Higueras, and Steiman)

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

Deputy City Librarian Paul Underwood presented the City Librarian's Report in place of City Librarian Susan Hildreth who was participating in the Board of Supervisor's meeting, (copy attached).

Public comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public noted that the reason the City Librarian was attending the Board of Supervisors meeting was because matters related to the new Glen Park Branch Library were being addressed. This individual additionally noted that the announced meeting of the Library's Strategic Planning group, by its nature as a passive meeting body, is open to the public.

Commission discussion of AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

President Higueras noted that there were many exciting programs, exhibits and activities at the Library and commended staff for their hard work.

AGENDA ITEM #3 EMPLOYMENT STATUS OF PAGES

Deputy City Librarian Paul Underwood gave a detailed presentation to the Commissioners concerning the employment status of Library Pages resulting from Department of Human Resources action to enforce City Charter provisions limiting the number of hours allowed to be worked by city employees (Pages) classified as "temporary". This he noted would effectively deny opportunity for pages to achieve the minimum number of hours worked in a year needed to qualify to receive employee benefits. Mr. Underwood reiterated that the Library was working cooperatively with the Union and the Department of Human Resources and doing everything that it could to find ways to resolve this problem and in particular to preserve the benefits previously granted to some Pages. The Deputy City Librarian then described a proposed three step effort to resolve the problem by the creation of a fully benefited category of Pages, creation of a Page category, and a new Bookshelver classification with duties limited to handling materials, and temporary.

Library Human Resources Director Donna Marion began her presentation noting that the Commission's authority in this matter was limited to its authority to budget and then outlined the City Charter language found in Section 10.104, category 16 as it applied to the Library's 3602 page classification. Ms. Marion reported that by Charter these kinds of positions citywide were supposed to be capped at no more than 1040 hours per year. Ms. Marion then discussed how improved weekly computer oversight of how City Departments expended budgeted funds by position by Human Resources had resulted in the enforcement memo no longer permitting exceeding this cap, a longstanding practice. Ms. Marion reported on meeting with the Library's union and the four meetings held to discuss the issue with Pages and noted report of these discussions were available on StaffNet. The Library's Director of Human Resources called attention to the strong commitment and very active involvement of the City Librarian to find a workable solution and outlined to steps involved in a civil service resolution of the matter. Ms. Marion noted the Director of the Department of Human Resources had promised to work with the Library in finding a solution.

In view of a large number of likely public comments President Higueras limited each comment to 2 minutes on this item.

Public comment on AGENDA ITEM #3 EMPLOYMENT STATUS OF PAGES

An anonymous member of the public said that he had prepared a 3-minute comment and would therefore reserve his remarks. Mr. Ed Regan noting that this was a beginning job for many young people and that while the position could be called temporary some should be hired permanently. SEIU Local 790, Representative Timothy West commented that the

Library had had Pages receiving benefits since as far back as 1932 Mr. West additionally observed that 90 to100 pages hired before July 1, 2002 needed hours exceeding the 1040 limit to access benefits and additional pages should have their needs for benefits addressed. Ms. Catherine Bernard, a Library for the Blind Page, spoke again in support of the Union's position noting that she liked her job and was proud of her work. Ms. Bernard noted that the Charter provisions in question did not address the issue that Pages were not seasonal workers nor did it reflect current concerns with employment of the disabled, policies against sexual harassment, or, the encouragement of employment of single parents. Ms. Judy Beck, a West Portal Branch Page, spoke for other Pages unable to attend noting that an injustice to some effects all and that Pages were not temporary but vital to the functioning of libraries. She noted that Pages are year round workers who perform many duties and that they were not just kids but workers needing benefits. Ackerman Jones, SEIU Chapter leader, commented that Pages were vital, necessary, and deserving of benefits. Mr. Jones noted that he had begun as a Page 22 years ago and that steps should be taken to make permanent the 3602 class. Mr. Wayne Doyle, husband of a Page, called the City Charter language archaic, noting that Pages had had benefits for 20 years and were not just college interns. He remarked most Pages were not students and that their classification should be rewritten to treat them as normal City employees receiving benefits. Mr. Doyle suggested that San Francisco should set an example. Ms. Carol Raymond, an Ortega Branch Page for four years pointed out that she had had to use vacation, had worked steady regular hours, and that this sudden loss of hours and benefits was a serious problem. Reese, a Main Library Page, noted that the timesheets had been computerized for a long time and that he had been asked to accept a 20-hour position so that he would be able to get benefits. He suggested that the Library had been aware of this situation and was only now considering a three-tier system to placate DHR. Ms. Missy Bradford, an Ocean View Page found the proposed treatment of Pages wrong, noting that in small branches Pages frequently did all of the jobs and that they needed sick and vacation pay. Mr. David Hill, a Presidio Page since 1999 commented that he was not temporary or seasonal and had always worked a regular schedule. Mr. Hill noted that he loved his job and had great co-workers and that Pages should be getting benefits. Ms. Cathy Bremer, Librarian's Guild Steward, observed that the 300 Pages were vital to the Library, that the Library was not suffering from a budget shortfall or faced with layoffs, and that the Library should resist DHR rules as it had since 1932. Ms. Bremer remarked that Pages were essential workers and that denying them benefits sent the wrong message. Mr. Peter Warfield reiterated previous remarks in support of Pages having good working conditions and noted that Pages provided important services to users. Mr. Warfield urged the Commission to make every effort to support the Pages. Ms. Shelly Roushman, a Richmond Page for two years working in the Children's Room noted that she helped the librarians with every program and task, that she enjoyed her job working with the public, and that it was skilled work. Joshua, a newly rehired Main Library Page, now without benefits, observed that these plans said something about the City's commitment to public service, that this issue had been a longstanding problem, that the Shelver Class was not wanted, and that all Pages should get benefits.

The number of members of the public who spoke anonymously at this meeting. 1

Commissioner discussion of AGENDA ITEM #3 EMPLOYMENT STATUS OF PAGES

President Higueras thanked everyone for coming to inform the Commissioners and noted that the Commissioners valued the contributions of Library Pages. President Higueras pointed out that this was a City imposed requirement that did not square with how the Library had treated the Pages and therefore left few easy answers. Deputy City Librarian Paul Underwood make it clear that it was Library Administration's goal to preserve the benefits of those Pages receiving them and that a great difficulty lay with the Department of Human Resources' (DHR) frequent shifts of position regarding what they would allow. Mr. Underwood pointed out that a tiered system for pages already existed in fact and that the current problem was created by the shifts in the City's policy on these positions. In response to questions by Commissioner Bautista, Mr. Underwood noted that the Library wanted to continue paying these benefits but that DHR was not allowing it. The Deputy City Librarian further explained not all Pages have benefits or even the same levels of benefits citing 76 of 294 Pages with benefits and another 188 with vacation and sick leave were affected. Attention was called to a DHR Memo of June 2002 indicating strict citywide enforcement of the City Charter requirement and monitoring of Department expenditures so that the 1040 maximum annual hours could not be exceeded even if a part-time worker went from one City Department to another. It was noted that there were no funds budgeted to provide additional benefits for Pages not already receiving them and that the Page classification had only a 2-step salary scale with additional increases only through COLAs. In response to a question by Commissioner Chin, Mr. Underwood noted that reclassification was a possibility but that the negotiations with DHR had not achieved an answer yet. Commissioner Coulter observed that this was a difficult problem with citywide implications, noting that Pages were very important to the Library. Ms. Hildreth pointed out that the Library's situation in this matter was sufficiently unique that a change in the type of appointment with cooperation from DHR, the Mayor, and the Controller and Health Services might be possible. Tim West responding to the Commissioners' discussion commented that there were 1500 people in these classifications citywide but that the Library's situation was different. Mr. West remarked that the Pages did not want to lose benefits and hours and that the Union would continue to appeal the Page's designation as "temporary" to the Civil Service Commission.

In response to calls by members of the public for additional public comment, Deputy City Attorney Catharine Barnes reported that as public comment had been taken and closed for this item those wishing to make additional comments on this topic would have to wait until the Labor Union Report or general Public Comment

AGENDA ITEM #4 MAIN LIBRARY SIGNAGE

Deputy City Librarian Paul Underwood presented a brief summary report (copy attached) and status update on POE (Post Occupancy Evaluation) Report projects focusing in particular on efforts to address Main Library signage concerns. Mr. Underwood noted that after extensive staff evaluation and work by signage consultants it was the staff's

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

recommendation that an additional $100,000 for a total of $450,000 be authorized to cover increased costs to fund fabrication and installation of the new signage as well as needed lighting.

Public comment on AGENDA ITEM #4 MAIN LIBRARY SIGNAGE

An anonymous member of the public noted that the explanatory document had not been listed on the agenda and questioned shifting of funds earmarked for a apparently now eliminated 2nd Floor Bridge to this project. This person additionally found that $500,000 was a large amount for signage and wondered why it was being funded by the Library Preservation Fund instead of the Library Improvement Fund. Mr. Peter Warfield complained about the unavailability of explanatory documents and found the signage proposal expensive. Mr. Warfield questioned exactly how the proposed funding would be spent and asked if there was a contract.

Commission discussion of AGENDA ITEM #4 MAIN LIBRARY SIGNAGE

Vice President Steiman pointed out that all of these matters, in particular the signage issues, had been extensively discussed at previous meetings. She observed that it would not be fully known if the new signage worked as intended until it had been put up and suggested inclusion of contract language that would allow for modification if elements did not work as planned. Chief of the Main Library Kathy Lawhun noted that there was no fabrication contract as yet but that a clause could be included to address changes if found to be needed. President Higueras commented that this was difficult to do within most contracts and suggested that staff phase in the projects so as to allow flexibility. President Higueras recommended that significant prominent locations be done with follow up checking as each segment is completed. Then Ms. Lawhun reported that the program schedule was still being worked out. Ms. Lawhun additionally noted that the proposed Signage Program had been presented to the Council for Neighborhood Libraries, a knowledgeable group of library users, and been found to be a great improvement. In response to questions by Vice President Steiman, Ms. Lawhun reported that $68, 000 would be paid to the consultant, that $214,000 was for fabrication, and $379,000 for demolition, lighting, and sign installation. Ms. Lawhun noted a $26,000 contingency reserve for the project. The Chief of the Main Library then outline d the RFP and contract issuance process, and clarified that ADA (Americans with Disabilities Act) concerns had been addressed. Commissioner Coulter recalled that the root of this problem resulted from the original signage fabricator of the Main Library bankrupting just prior to its opening and that as a result staff with little time and resources to do the job properly had thrown signage together.

MOTION: by Commissioner Coulter, 2nd by Commissioner Bautista for approval of the proposed reallocation of funds for Main Library signage.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Higueras, and Steiman)

AGENDA ITEM #5 REVISED 2003 COMMISSION MEETING SCHEDULE

The Commission Secretary presented a brief overview of why changes in the regular meeting day of the Board of Supervisors from Monday to Tuesday suggested that the Library

Commission move its regular meeting day from the first Tuesday of each month to the first Thursday. This he pointed out would reduce the likelihood that Library staff would have conflicts between a need to address issues before the Board of Supervisors at the same time a Library Commission meeting was scheduled. The Commissioner Secretary called the Commission's attention to a proposed-revised 2003 meeting schedule (copy attached) setting out the new meeting dates. The Commission Secretary recommended that the change in meeting day not go into effect until May to allow sufficient time for everyone concerned to be made aware of the change.

Public comment on AGENDA ITEM #5 REVISED COMMISSION MEETING SCHEDULE

An anonymous member of the public while finding the presentation confusing saw some advantage to the proposed change in schedule, finding it probably better that the meetings not be in conflict. Mr. Ed Regan while generally opposed to changes found them justified in this case. Mr. Peter Warfield while generally supportive queried if such a change should be made without all of the Commissioners being present. Mr. Warfield also recommended moving the start time for meetings back to 5:30. Ms. Elaine Tanzman recommended a later start time for meetings to allow those who worked to attend.

Commission action on AGENDA ITEM #5 REVISED COMMISSION MEETING SCHEDULE

Commission Bautista had no problem with the proposed change in meeting day. Commissioner Coulter noted that while first Tuesday Commission meetings had been traditional, staff concerns with having scheduling conflicts with attendance at the Board of Supervisors made sense for the change. The City Librarian reported that staff had proposed this change in order to avoid such future scheduling conflicts. Vice President Steiman found the change reasonable and affirmed support for maintaining the 4PM start time. Deputy City Attorney Catharine Barnes pointed out that question of meeting start time was not on the agenda for discussion/action and so could not be addressed in any event.

MOTION: by Commissioner Bautista, 2nd by Commissioner Chin for approval of the proposed revised 2003 Meeting Schedule changing regular Library Commission meetings to the first and third Thursdays of each month beginning in may 2003.

ACTION: AYE 5-0 (**Bautista, Chin, Coulter, Higueras, and Steiman**)

AGENDA ITEM # 6 REVISION OF THE HOLIDAY CLOSURE POLICY

Deputy City Librarian Paul Underwood briefed the Commissioners on the reasoning behind the proposed revision of the Library's Holiday Closure Policy ending the systemwide closure on Easter. Mr. Underwood reported that the traditional observance of this religious holiday was no longer in keeping with the wishes of library staff, that this holiday closure alone was not among the City's recognized holidays, and noted that the closure sometimes forced staff to use vacation hours they would prefer to take at another time. Additionally, library users had also requested that the libraries remain open on that day.

Public comment on AGENDA ITEM # 6 REVISION OF THE HOLIDAY CLOSURE POLICY

Mr. Ed Regan found that this change provided an opportunity for more public services hours and so met with his approval. An anonymous member of the public found favorable the addition of more hours, and noted that fewer Christians resulted in less interest in honoring the holiday. Mr. Peter Warfield spoke in favor of additional open hours but questioned why only the Easter holiday closure was being considered instead of others as well.

Commission discussion of AGENDA ITEM # 6 REVISION OF THE HOLIDAY CLOSURE POLICY

In response to questions by Vice President Steiman, the Deputy City Librarian clarified that staff who wished to honor the religious holiday would be accommodated as were other staff wishing to observe other such holidays.

MOTION: by Commissioner Chin, 2nd by Commissioner Steiman for approval of the proposed revised Holiday Closure Policy to end the systemwide closure on Easter beginning in 2004.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Higueras, and Steiman)

AGENDA ITEM #7 USA PATRIOT ACT RESOLUTION

City Librarian Susan Hildreth reported to the Commissioners concerning the controversy about the USA Patriot Act and the recent adoption by the Board of Supervisors of a resolution in opposition to the USA Patriot Act. Ms. Hildreth additionally noted that the American Library Association (ALA) had adopted a similar resolution at its recent Mid-Winter conference reflecting the deep concerns and misgivings in the library profession about the negative impact of the USA Patriot Act's provisions on user privacy and intellectual freedom. The City Librarian observed that, while everyone agreed that terrorism must be combated, those goals could be achieved without sacrificing civil liberties, library users' right to privacy, and intellectual freedom that the Patriot Act seemed to sanction. Ms. Hildreth noted that approval of the proposed resolution would express solidarity with the Oakland Public Library that had adopted a similar resolution as well as with the ALA, and the Board of Supervisors in support of library users' right to privacy and pursuit of intellectual freedom. The City Librarian reported that this resolution reflected the Library staff's desire to go on the record with their concerns about this law. Ms, Hildreth reported that there had been thus far no requests for information by government agencies made to the Library under provisions of this law

Public comment on AGENDA ITEM #7 USA PATRIOT ACT RESOLUTION

Mr. Peter Warfield expressed agreement with the intent of this resolution but was concerned that the Library's use of time out software created a use record tied to library cards that might pose a potential threat to privacy of users. An anonymous member of the public commented in support of the resolution, finding this a serious topic, and noting that in this matter the Library was defending the rule of law and respect for everyone. This person found this resolution preserving libraries traditions and wondering how long they might last without any rights. This individual suggested that this had nothing to do with being against terrorism and much to do with affirming commitment to freedom. Mr. Ed Regan noted that he did not know much about this law but from what was said he supported the proposed resolution.

Commission discussion of AGENDA ITEM #7 USA PATRIOT ACT RESOLUTION

In response to comments by Commissioner Coulter and Vice President Steiman the proposed resolution was modified to clarify that the Library Commission was addressing its opposition to those specific sections of the Patriot Act that impacted library users' rights.

MOTION: by Commissioner, 2nd by Commissioner for approval of the proposed resolution in accordance with American Library Association and Board of Supervisors resolutions expressing the concern with and opposition to certain provisions of the USA Patriot Act.

ACTION: AYE 5-0 **(Bautista, Chin, Coulter, Higueras, and Steiman)**

President Higueras called a brief recess at 6:09PM

The meeting resumed at 6:19PM

AGENDA ITEM #8 LIBRARY 2003/04 BUDGET UPDATE REPORT

Library Finance Director George Nichols provided an update report on the current status of the 2003/04 City and Library budgets. Mr. Nichols clarified that there would be no explanatory document for this brief report contrary to what was noted on the meeting agenda. The Library's Finance Director reported that as a result of additional increases in the City's likely budget shortfall to $350 million and declining City commercial revenues, the Mayor's Budget Office had issued new budget directions requesting that City Departments prepare and submit a new contingency plan for a 10% reduction in proposed 2003/04 budgets. Mr. Nichols reported that the new budget instruction also directed a stop to discretionary spending and for some Department's the preparation of lay-off lists. The Finance Director discussed the possible ramifications of the Mayor declaring a City State of Emergency and what that might mean for the Library Budget. Mr. Nichols reported that the Library's budget was currently within the limits funded by Prop. E (Library Preservation Fund 1994) and that no reductions in staff or programs were expected this year. Mr. Nichols then outlined issues such as: the 10% contingency reduction plan due March 15; the likelihood that there would be no salary increases next year; a baseline budget correction that would be needed to cover $182,000 in underfunding for premium pay; and the impact of a DHR memo on increased workers compensation costs. Additionally, Mr. Nichols called attention to an upcoming premium increase for employee health insurance and noted that some outcomes of the Page situation could have budgetary impact. Mr. Nichols concluded his report by observing that the next year would be difficult as the city's budget problems were tied to the even more serious State government budget shortfall. The Finance Director noted that in this very fluid situation he would be providing monthly updates so that the Commission could be aware of and ready to respond to ongoing development if necessary.

Public comment on AGENDA ITEM #8 LIBRARY 2003/04 BUDGET UPDATE REPORT

An anonymous member of the public expressed appreciation for being informed that there was no explanatory document for this item and regret that none was available. This person criticized the Commission's approval of a 2003/04 Budget that spent down reserve funds suggesting that continuing decline in the City General Fund revenues could have serious impact on the Library. Mr. Ed Regan found Mr. Nichol's presentation excellent and suggested a break out of the entire budget displaying wages, benefits, and expenditures for books, denoting expenditures for fiction and non-fiction books.

Commission discussion of AGENDA ITEM #8 LIBRARY 2003/04 BUDGET UPDATE REPORT

In response to questions by Commissioner Bautista, Mr. Nichols discussed the as yet hypothetical results of the various budget reduction contingency plans called for by the Mayor's Budget Office noting that it was not his expectation that they would be put into effect until the situation became quite dire. Ms. Hildreth reported that the budget picture changed day by day and agreed with Mr. Nichol's assessment that continuing General Fund reductions would likely be off set by increases in Prop. E revenues from property taxes.

AGENDA ITEM #9 AFFINITY CENTERS UPDATE REPORT

Chief of the Main Library Kathy Lawhun introduced Librarian Doris Tseng of the Chinese Affinity Center for an update report on recent activities. Ms. Tseng began by wishing the Commissioners Happy Chinese New Year and outlined the extensive array of programs, services, and materials available in both Chinese and English for the Center's users. Ms. Tseng provided highlights of recent programming calling attention to the more than 1400 people who had participated in immigration related programs, Peking Opera programs, author readings, and bi-lingual tours and internet classes in Chinese offered by the Chinese Affinity Center. The Chinese Center Manager then described the recent China Wonders Exhibit and the upcoming Wonders of Tapei exhibit, a new display of Chinese pottery, and spoke about the many new multi-cultural users attracted to the Library by the Center's activities. Ms. Tseng reported that efforts were underway to create a homepage for the Center and a Chinese language version of the Library's home page.

Ms. Lawhun then introduced Librarian Stuart Shaw of the African American Affinity Center who presented an extensive update on that Center's programs, exhibitions, and recent activities. Mr. Shaw described the Center as a gateway collection that helped guide users to resources available. Mr. Shaw then discussed the 14 programs, author talks, lectures, the Hopes & Visions exhibit from the New York Public Library's famed Schaumburg Center, a program featuring African American Authors of the past 30 years, programs on 20th century African American writers/poets, and a video program "Unchained Memories" done to coincide with an HBO program presentation of the same name. Mr. Shaw reminded the Commissioners that February was African American History Month and called attention to a storyteller festival to be held from February 15 through 22nd in cooperation with the Library's Children's Services Department. Mr. Shaw also discussed the upcoming 6th Black Independent Film Festival and discussed planned exhibits to be held in the African American Center in the coming months.

Public comment on AGENDA ITEM #9 AFFINITY CENTERS UPDATE REPORT

None offered

Commission discussion of AGENDA ITEM #9 AFFINITY CENTERS UPDATE REPORT

President Higueras congratulated and commended the affinity center staff for their excellent presentations. In response to a query by Commissioner Bautista, Library Community Affairs Chief Marcia Schneider discussed the extensive support her department provided to the affinity centers to assist in publicizing their programs and activities. Ms. Schneider noted that extensive outreach was made to the ethnic and community press to maximize exposure of the centers' programming. Ms. Tseng noted that the Chinese Affinity Center was extensively covered in the Chinese language media, including the press, radio, and television. Commissioner Coulter congratulated the staff for the continuing good work of the centers, calling attention to monthly update emails he received on current affinity center activities. Commissioner Coulter suggested that efforts be continued to let previous affinity center donors know about current activities and make outreach to bring the communities into the centers. Commissioner Coulter called attention to a planned event honoring the late Dr. Arthur Coleman, a pioneering civic and community leader and a founder of the African American Affinity Center at the Library to be held on March 3rd. In response to questions by Commissioner Bautista, it was reported that center donors were recognized in publicity concerning center events and in photographs displayed in the centers. In response to questions by Commissioner Chin regarding outreach to schools and youth, Mr. Shaw and Ms. Tseng discussed their efforts to make outreach to children and youth.

President Higueras left the meeting at 6:58PM.

AGENDA ITEM #10 COLLECTION RECOVERY PROGRAM

City Librarian Susan Hildreth presented a report (copy attached) discussing the background and reasons that staff felt that the Commission should again consider requesting that the Board of Supervisors authorize the Library to collect a fee to fund an effective collection recovery program. The City Librarian outlined in some detail the largely unsuccessful efforts which the Library had pursued to try to recover the over $600,000 in materials that were not being returned annually. Chief of the Main Library Kathy Lawhun provided details of three proposed alternatives that might be considered to address the problem. The Chief of the Main Library noted that there had been virtually no change in returns with the additional mailed notices from the Library. Ms. Lawhun outlined the key comparisons and options of using the professional recovery company Unique Management Services, having the City's Tax Collector recover delinquent accounts, and having expanded Library staff attempt to increase the rate of materials returned. Ms. Lawhun noted that of these options: Unique Management was revenue neutral with the highest proven record of getting materials returned; that the Tax collector would charge the Library an $81,000 annual fee and commit to an estimated 60% rate of return; and that increased Library staff could cost $162,000 with an estimated 50% rate of recovery.

The City Librarian noted that what the Library most wanted was a system that would get materials returned rather than one that focused on collecting money. Ms. Hildreth asked that the Commissioners review the proposed options and noted that this matter would be returned to the Commission for further consideration and possible action in March.

Public comment on AGENDA ITEM #10 COLLECTION RECOVERY PROGRAM

An anonymous member of the public noted that there was no mention of the explanatory document on the agenda and found curious that the additional notices had had no impact as the reported missing/assumed lost category of materials had dropped from 125,000 to 86,000 in the period covered by additional notices. . This person suggested that the Board of Supervisors request for reports on recovery of materials had not received due attention. Mr. Peter Warfield complained that explanatory materials were not available, noting that this was a controversial topic about which the Library had suffered defeat at the Board of Supervisors. Mr. Warfield found the proposed collection recovery program outsourcing of librarian's work and indicated a preference for being contacted by librarians when it was necessary to recover un-returned materials. Mr. Warfield suggested that using Unique Management would lead to damaging the credit rating of those with un-returned materials.

Commission discussion of AGENDA ITEM #10 COLLECTION RECOVERY PROGRAM

In response to a question by Commissioner Coulter, Ms. Hildreth confirmed the $600,000 loss figure and emphasized the need to act to address this serious erosion of the Library's collections. The City Librarian confirmed that Unique Management had been very successful in recovering materials for other libraries such as the Oakland Public Library, which now had a better than 65% rate of materials coming back. Commissioner Bautista noted that it seemed like a good program, remarked that librarians were not debt collectors, and that this was a reasonable first step in recovering lost materials. In answer to a question by Commission Chin, Ms. Lawhun noted that Unique Management was currently the only significant operator in the field. In response to a question by Commissioner Coulter, Ms. Lawhun confirmed that there were still some problems with recovering materials checked out by homeless users but that in the overall picture this was a very small part of the problem as they could only check out one item at a time and not receive anything else until that item was returned.

AGENDA ITEM #11 FRIENDS & FOUNDATION REPORT

Ms. Deborah Doyle, President of the Friends & Foundation brought the commissioners up to date concerning recent activities. Ms. Doyle invited the Commissioners to participate in the March 3rd reception co-sponsored by Mayor Brown and the Library honoring the late Dr. Arthur Coleman and marking the beginning of creation of an endowment in his honor. The President of the Friends & Foundation then reminded the Commissioners to keep April 4th the date of the Annual Library Laureates Dinner, this year featuring special honors for the 3 M's, Marjorie Stern, Mary Louise Stong, and Margaret "Mig" Mayer for their decades of leadership on behalf of San Francisco's public libraries. Ms. Doyle additionally reported that the Friends & Foundation Board had approved support for the proposed Library Wall of Heroes, approving $10,000 for design and installation of the dedicatory plaques. Ms. Doyle also noted the participation in the ALA Mid-Winter conference by several library staff members had been assisted by the Friends & Foundation.

Public comment onAGENDA ITEM #11 FRIENDS & FOUNDATION REPORT

None offered

AGENDA ITEM #12 LABOR UNION REPORT

None offered

AGENDA ITEM #13 NEW BUSINESS

None offered.

AGENDA ITEM #14 PUBLIC COMMENT

An anonymous member of the public called attention to their observance of 28 years of attending Library Commission meetings, noting that this represented half of their lifetime. This person commented that this experience had demonstrated that: everything that they had though to be true was not true; and that a mechanisms exists to lie to, ridicule, and blame the victim. This individual additionally noted that such attacks on self-esteem, the promotion of which was an interesting California State policy, were attacks on self-respect. Mr. Ed Regan recommended that libraries be open from 6AM until Midnight, seven days per week, every day of the year. Ms. Deborah Doyle, Library BALIS representative, called the Commissioner' s attention to a March 1st joint workshop held at the Main Library sponsored by BALIS focussing on how to make more effective library friends groups.

AGENDA ITEM #15 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista that the meeting be adjourned. .

ACTION: AYE 4-0 (Bautista, Chin, Coulter, and Steiman)

The meeting was adjourned at 7:30PM

Michael Housh, Commission Secretary 2/12/03

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

Library Commission meeting of February 4, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Appendix A

Library Commission meeting of February 4, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 4, 2003

Item 1:
Approval of the Minutes: January 7, 2003

"There were multiple errors with the tape of this meeting. But that reveals something beneficial which is that apparently the secretary prepares these minutes without recourse to the tape. Therefore, what appears to be haphazard attention to detail, is in fact yeoman accomplish based on first impression and memory.

I was not able to prepare my summaries because I did not have the tapes.

Here are two examples of the evisceration of these minutes.

On page 2, with reference to the Japanese Bell Ringing Ceremony, three specific comments are omitted including, the violation of separation of church and state, the interruption of the patrons on the premises that nothing important is happening anyway, and the bell-ringing was augmented by loudspeaker.

On page 8, the public comment is reduced to 'remarks concerning the Fuhrman Fund' with the entire content eviscerated."

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 4, 2003

Item 2:
City Librarian's Report

"Ms. Hildreth is absent but there was no mention of where she is. I believe she is at a very important hearing before the Board of Supervisors on the Glen Park issue. It is a shame that her report could not have been put off so as to include that report.

I was grateful for the reference to literature, which is not mentioned often enough in the City Librarian's report.

With respect to the Strategic Committee Planning Meeting, it is a shame that we were not invited to attend. Ms. Hildreth has admitted that it is open under at least the passive meeting provisions of the Sunshine Ordinance. So we are permitted to attend whether we are welcome or not."

Appendix A

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The number of members of the public who spoke anonymously at this meeting 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 4, 2003

Item 3:
Employment Status of Library Pages

"I had comments that would take three minutes.

To bad that you won't have a chance to hear them."

Appendix A

Library Commission meeting of February 4, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 4, 2003

Item 4:
Main Library Signage

"Although it is not mentioned on the agenda, as legally required, or was mentioned by the speaker, there is an explanatory document regarding this agenda item. That document is both instructive for what it says and for what it does not say.

The money for signage is not at a half million dollars which seems especially large for a building that already had signage, so it is not signage from scratch.

This memorandum shows that there is more than one million from the Library Preservation Fund and $1.3 million unallocated in the Library Improvement Fund. This is a strange comment on your priorities.

What is not disclosed is how much has already been allocated from the Library Improvement Fund or how much has been allocated from the general fund.

So we cannot tell the proportions from the various funds or what is the priority for this money."

Appendix A

Library Commission meeting of February 4, 2003

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 4, 2003

Item 5:
Revised Commission Meeting Schedule for 2003

"There is considerable confusion and ambiguity caused by your providing multiple versions of the same document. The draft revised 2003 meeting schedule includes first Thursday meetings including March and April. But when one turns the page over the resolution shows no first Thursday meetings until May.

The clarification comes from the agenda itself which says that you are only discussing starting this in May.

This causes me a certain amount of pause. I have been coming to Tuesday meetings for so long that it has become ingrained in me.

I am glad to hear that you are not doing this just so I can go to Board of Supervisors meetings. It also allows for the election day without disturbing the schedule.

The message is that it will probably be better all around to go to Thursdays. Sentimentally, I shall miss Tuesdays."

Appendix A

Library Commission meeting of February 4, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 4, 2003

Item 6:
Revision of the Holiday Closure Policy

"I am not quite sure what I want to say.

This is a situation where we are increasing open hours for the public. Certainly a laudable thing to do.

The presentation from the staff seems to indicate that since there are fewer Christians now we can afford to not honor a Christian holiday. I am not sure that is germane to the point. If it were, I think I would be against it.

I think we should simply ignore that explanation and look at it as a chance to provide more hours for the public."

Appendix A

Library Commission meeting of February 4, 2003

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 4, 2003

Item 7:
USA Patriot Act Resolution

"I rise to support this resolution.

The City Librarian introduced it with the phrase, 'Although we are against terrorism.' The point is that we are in favor of the rule of law which by its very nature supports civil rights and adherence to respect for everyone.

This is contiguous to the very idea of libraries that support a language, literature, history and law which allows us certain freedoms and certain kinds of respect.

In this context, several hundred people are being held in Guantanamo Bay, Cuba without the protections of international law, or the rights of a prisoner of ward, not to say the US Constitution.

I wonder how long I would last if you stripped me naked, threw me in a cage and denied me access to a lawyer or the writ of habeas corpus. I wouldn't have any rights at all, which maybe I don't anyway."

Appendix A

Library Commission meeting of February 4, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 4, 2003

Item 8:
Library 2003/04 Budget Update

"I am glad that someone else pointed out that there are no explanatory documents, because I was going to mention it.

I regret that there is no explanatory document because with one I might have been able to understand this.

Didn't we just last month spend down our reserve for some items that were relatively controversial? Now barely a month later we are looking at a situation where we are asked for a 10% reduction plan at the same time that we are not planning on cutting any programs.

I assume that the increase in the Library Preservation Fund has balanced out the decrease in general funding. But we must be looking at cuts somewhere. The question is whether those cuts could have been funded by the reserve that we just spent down?

I am sure I could have understood this with explanatory documents."

Appendix A

Library Commission meeting of February 4, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 4, 2003

Item 10:
Collection Recovery Program

"There is no mention of an explanatory document on the agenda but there is an explanatory document. Apparently the relationship between the mention of explanatory documents and their existence has now reached a state of randomness so we shouldn't take it seriously.

The point of the requirement is so that we can inform ourselves of the materials.

This document is six pages full of details and the most curious detail is that we are told that the additional notices have no significant impact on recovery but the actual lost items has dropped from 125,000 to 86,000. We are told that the comparisons are invalid.

But don't we want to make decisions based on valid comparisons?

The supervisors have asked for followup reports. I hope your attempt to slip this in as part of the budget and thus avoid due consideration will be recognized for the dirty trick that it is."

Appendix A

Library Commission meeting of February 4, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 4, 2003

Item 14:
Public Comment

"I have been coming to Library Commission meetings for twenty-eight years and I was twenty-eight when I started, so I have been coming for half my life.

Ms. Strobin said that she expected this would be an education. I said the same thing and I was not disappointed.

It was a watershed in which I found that everything I thought was true up to that point turned out to be nonsense.

The central mechanism that operates over and over again is that people are lied to, insulted and ridiculed. Then they are told that they must be the problem because 'we were civilized before you got here.'

It is a classic example of blaming the victim which is now a recognized evil.

There is an abundance of academic information that shows the correlations between lack of self-respect and a number of social problems. But it is people's self-respect that is attacked."

San Francisco Public Library Commission

February 4, 2003

City Librarian's Report

Paul Underwood, Deputy City Librarian, reported on behalf of Susan Hildreth, City Librarian who was not available due to a concurrent meeting of the Board of Supervisors that required her attendance.

Items reported:

- Golden Gate Valley Branch Library, formerly scheduled to reopen on January 30th, has been delayed in opening until February 8, 2003 due to difficulties with completing the telecom work.

- Several Library staff attended the Mid-Winter Conference of the American Library Association (ALA) in Philadelphia. A resolution against the USA Patriot Act was passed by ALA at that meeting.

- The Strategic Plan has been launched, including establishment of an 18 member Community Planning Committee and a staff focus group. The first meeting of the Community Planning Committee is scheduled for February 19, from 4:00 – 7:30 pm in Latino Hispanic A in the Main Library.

- Exhibits and Programs

  1) FEBRUARY 1, SATURDAY AT 2:00PM

  The Long Walk to Freedom, 1900-Now: Portraits of Civil Rights Activists Then and Now – Opening Program and Reception – This exhibition explores a crucial time when ordinary people did extraordinary things. Based on a year series of workshops conducted at George Washington High School in San Francisco, it highlights the contributions of 12 civil rights activists who changed the face of our nation.

  2) FEBRUARY 5, WEDNESDAY AT 5:30PM

  Quizzical Eye: The Photography of Rondal Partridge – Author Elizabeth Partridge and photographer Rondal Partridge, the son of Imogen Cunningham and former apprentice to Ansel Adams and Dorothea Lange, will screen his short film Pave It and Paint It Green and discuss Rondal Partridge's lifetime of work. Book sale and signing follow the program. Book sales by Book Bay at the Main.

Reception: Lower Level, Latino/Hispanic Community Meeting Room, 5:30 –6:30 pm
Program: Lower Level, Koret Auditorium, 6:30 –7:30 pm

3) FEBRUARY 8, SATURDAY AT 3:00pm

Reading Rexroth: Poets On His Poetry – Kenneth Rexroth was a poet, translator, critic, teacher and author of fifty-four books. An activist in politics and art, he lived most of his creative life in San Francisco and was a central figure in the San Francisco Renaissance and the early Beat movement. Join Lawrence Ferlinghetti, Terry Tempest Williams, Michael McClure, Sam Hamill, Robert Hass, Ken Knabb and Jane Hirschfield and celebrate the long-awaited release of The Complete Poems of Kenneth Rexroth (Copper Canyon Press).

Program: Saturday, February, 8 2002, Main Library, Lower Level, Koret Auditorium, 3:00 pm
Book Signing and Reception: Following the program, Lower Level, Latino/Hispanic Community Meeting Room

4) FEBRUARY 23, SUNDAY AT 1:00PM

Poets devorah major and Carolyn Kizer – Author readings by two leading Bay Area poets including devorah major, San Francisco's third poet laureate and author of a new novel Brown Glass Windows, and Carolyn Kizer, a Pulitzer Prize winner and author of a new collection of poetry, Cool, Calm & Collected. Presented by the National Poetry Association in its campaign to establish the International Poetry Museum.

Main Library, Lower Level, Koret Auditorium, 1:00 –3:00 pm

5) FEBRUARY 26, WEDNESDAY AT 6:30PM

Slide Presentation by Matt Herron: Revisit the Civil Rights Struggle – Featuring a collection of 84 slides of photographs taken by Matt Herron during the struggle for Civil Rights in the South in the 1960s.

Main Library, Lower Level, Koret Auditorium, 6:30 pm

7) I would also make note that there is a vast array of Black History Month children's and adult programming taking place throughout the month in branches and Main, including an African American storytelling festival in the Fisher Children's Center on Saturdays, February 15 and 22, beginning each day at noon.

- Caldecott (illustration) for 2003 awarded to *My Friend Rabbit* by Eric Rohmann; Newberry (writing) for 2003 awarded to *Crispin and the Cross* of Lead by Avi

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

TO: Library Commission

FROM: Paul Underwood
Deputy City Librarian

SUBJECT: Library Improvement Fund Reallocation: Sign Fabrication and Installation at the Main Library

DATE: February 3, 2003

Background

At the December 19, 2002 Commission meeting, we reviewed with you the POE project activity and funding allocations, including Phase I improvements to the Main Library. At that meeting we outlined the scope of the projects that comprised the contract awarded to Trico Construction and requested reallocation of funds to fully support the completion of all projects in that contract. Although we had hoped at that meeting to also present to the Commission final information and costs for sign fabrication and installation at the Main Library, the final proposed cost package was not available at that time.

Funds to be Reallocated

[illegible] 1999/00, the Board of Supervisors approved $1,408,983 for Phase I improvements in the Main Library. All these funds are being used to support these improvements, including $50,000 for a signage consultant and $230,000 for a radio repeater system, which has been installed.

In 2000/01, $2,982,500 was appropriated for three major projects at the Main Library. These are as follows:

1st Floor Borrowers' Services	$1,822,500
2nd Floor Bridge	$810,000
Signage Fabrication	$350,000

Due to planned reutilization of 1st floor space based on the relocation of Technical Services to 190 9th St. and architectural and operational considerations, we are not recommending the development of the 2nd floor bridge. At the December 19, 2002 Commission meeting, the Commission approved reallocation of $132,592 from the 2nd Floor Bridge funds to complete the work of Trico Construction on all elements of the scope of the contract.

Today, we are recommending the Commission's approval of reallocation of $100,000, assigned to the 2nd Floor Bridge, to add to the $350,000 assigned for Signage Fabrication, bringing the total for Signage Fabrication to $450,000. The final cost package includes not only the fabrication of the signs, but also the work that will be necessary to install new signs, new lighting, demolition work including relocating signs and/or lighting, rotating signs, ceiling and wall patching, and ceiling suspension of some signs. The $450,000 will include contract administration costs and contingency. We believe the [illegible]llocation of the $100,000 is reasonable considering the expected outcome of correct placement of signs and guides in improving intuitive wayfinding for all library users of the Main Library.

We have been advised by the Controller that redirection of these funds can be accomplished by an action of the Library Commission with a subsequent notification to the Capital Improvement Advisory Committee.

Library Improvement Fund

Most of the improvements in Phase I are being funded through the Library Improvement Fund, although $1,065,000 for Phase I improvements came from unanticipated revenue in the Library Preservation Fund. The Library Improvement Fund has an unappropriated balance of $1,337,130 and will be recommended for allocation for future projects for the Main Library, particularly completion of 1st floor improvements upon relocation of Technical Services to the new Support Services Center located at 190 Ninth Street.

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
revised 2003 MEETING SCHEDULE
as approved February 4, 2003

First Tuesday of the Month, 4:00 PM

January 7th, February 4th, March 4th, April 1st,

First Thursday of the Month, 4:00 PM

May 1st, June 5th, July 3rd, August 7th, September 4th October 2nd, November 6th, and December 4th, 2003

Third Tuesday of the Month 4:00PM

May 20, 2003

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Third Thursday of the Month 4:00PM

January 16th, February 20th, March 20th, April 17th, June 19th, July 17th, August 21st, September 18th, October 16th, November 20th, and December 18th, 2003.

M.Housh, Commission Secretary 2/5/03

Holiday Closure Policy

Policy #205

Section: Library Services

Adopted: Nov. '85
Revised: Feb. 03

It is the policy of the San Francisco Public Library Commission that all libraries shall be closed on all days declared to be holidays by the city as set forth in the annual salary standardization ordinance.

Additional closing will be as follows:

The entire library system at 5pm on the eve of the Thanksgiving, Christmas, and New Year's holidays; when Christmas Eve falls on Sunday, the entire library system will be closed;

The Chinatown Branch on Chinese New Year's Eve;

The Main Library when it is anticipated that congestion in the Civic Center area will make opening the Main Library ineffective.

If a major holiday occurs on a Saturday or Sunday, the City Librarian is authorized to close the library on the actual day of the holiday. The holiday may be "observed" on the Friday or Monday nearest the holiday. The Saturday or Sunday is then a "closed" day.

LIBRARY COMMISSION RESOLUTION 2/03
as approved February 4, 2003

RESOLUTION OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION PROTECTING LIBRARY USERS RIGHTS TO PRIVACY AND CONFIDENTIALITY

WHEREAS, the San Francisco Public Library Commission is deeply concerned about the ramifications of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA Patriot Act) as it affects the privacy of San Francisco Public Library users; and

WHEREAS, Sections 214 – 216 of the USA Patriot Act, give law enforcement agencies expanded authority to:

- Obtain library records
- Secretly monitor all electronic communication, and
- Prohibit libraries and librarians from informing users of such monitoring or information requests; and

WHEREAS, the San Francisco Public Library Commission is strongly opposed to terrorism, we also affirm that efforts to combat terrorism need not violate civil rights guaranteed under the First and Fourth Amendments to the Constitution of the United States; and

WHEREAS, public libraries, and specifically the San Francisco Public Library, champion intellectual freedom and must guard library users' rights to privacy in the exercise of that freedom, and must safeguard the civil liberties that have gone hand in hand with the San Francisco Public Library's role in the community; and

WHEREAS, the American Library Association's (ALA) Library Bill of Rights, affirmed as policy by the San Francisco Library Commission in January 1998, asserts that:

- Libraries should challenge censorship in the fulfillment of their responsibility to provide information; and
- Libraries should resist abridgement of free expression and free access to ideas; and
- The "Shadow of Fear" caused by government intrusion into library records breeds self-censorship; and

WHEREAS, the San Francisco Library Commission honors the diversity of San Francisco's people, cherishes the richness this diversity brings, and is offended by targeting or profiling any particular racial, ethnic, cultural, political, or religious group in government investigations; and

WHEREAS, it is the responsibility of public libraries and librarians, as guardians of the public's freedom to read and right to access information, to contest encroachments upon those freedoms by individuals, groups, or the government; and

WHEREAS, the San Francisco Board of Supervisors has adopted a resolution directing City departments to avoid any abridgment of San Franciscans' constitutional rights that could result from law enforcement use of provisions of the USA Patriot Act; and

WHEREAS, the American Library Association has also adopted a resolution in opposition to the USA Patriotic Act; now therefore, be it

RESOLVED, that the San Francisco Public Library Commission stands firmly behind the principles of the public's right to access information and freedom to read; and be it

FURTHER RESOLVED, that the San Francisco Public Library Commission views the right to seek and receive information as inherent in the exercise of freedom of speech, and that the Commission views any attempt to obstruct expression and exploration as a violation of the spirit and practice of intellectual freedom that amounts to censorship; and be it

FURTHER RESOLVED, that the San Francisco Public Library Commission supports the American Library Association (ALA) guidelines to avoid creating and maintaining unnecessary records. Specifically the San Francisco Public Library Commission supports the San Francisco Public Library's administrative policies that champion the confidentiality of user records and agree with the Library's regular practice of purging user files and circulation records; and be it

FURTHER RESOLVED, that the San Francisco Public Library Commission supports the City Librarian's instructions to library staff as a result of recent developments to refer any requests from law enforcement agencies to the City Librarian's Office; and be it

FURTHER RESOLVED that the San Francisco Public Library Commission encourages the City Librarian to take steps to strengthen the Library's circulation and electronic systems and processes to further protect user privacy; and be it

FURTHER RESOLVED, that the San Francisco Public Library Commission joins with the American Library Association, the San Francisco Board of Supervisors and San Francisco's citizens to prevent breaches of user privacy and the disruption of library users' First and Fourth Amendment rights; and be it

FURTHER RESOLVED, that the San Francisco Public Library Commission encourages the San Francisco Public Library to take an active role in clarifying these issues and educating all parties in the interest of the right to know, the right to access, and the freedom to read; and be it

FURTHER RESOLVED, that the San Francisco Public Library Commission opposes Sections 214 – 216 of the USA Patriot Act and supports the efforts of the American Library Association and the San Francisco Board of Supervisors to address the broad scope of civil rights violations engendered by certain provisions of the USA Patriot Act.

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

MEMORANDUM

TO: Library Commission

FROM: Susan Hildreth, City Librarian

RE: COLLECTION RECOVERY PROGRAM

DATE: February 3, 2003

Attached for your consideration is a detailed comparison of options for a collection recovery program. This item is scheduled for discussion during the Commission's meeting on February 4, 2003.

Here is a summary of information provided in the comparison. Two years ago the Library requested Board of Supervisors' approval of fees for the implementation of a collection recovery program. Instead of the recovery program the Library was asked to host an amnesty period to recover lost material and also to send out a second overdue notice and a bill, in addition to the first notice. These three measures have had no significant impact upon the recovery of the Library's overdue/never returned materials. The Library remains convinced that the implementation of a collection recovery program is essential. A recent review showed that over $600,000 in library materials were stolen or never returned in 2001/02.

The three options are Unique Management Services (UMS, a private firm that specializes in material recovery for 506 libraries); the San Francisco Tax Collector (TC, a City department that provides monetary collection services for many City agencies but has no recent experience with libraries) and the San Francisco Public Library – Staff operated (SFPL, no experience pursing delinquent accounts other that automated overdue notices & bills).

Please review this chart of key comparisons:

Provider	Cost	Effectiveness	Library Interface
Unique	$8.95/account, covered by $10 fee	65-75% accounts, library experience	Fully compatible with online system
Tax Collector	$81,000 payment or 25% of collections	60% accounts, no out-of-city impact	Must do custom program ($10,000)
SFPL	$162,724 in staff and materials	50% accounts, not previously effective	$10,361 - training on new III system

Staff recommends that we establish a $10 fee that would support the cost of the UMS collection recovery program. The Library Commission would recommend this proposed fee to the Board of Supervisors who would consider it during their deliberations on the 2003/04 budget. We would initiate the program if the fee is approved and as part of the Library's migration to the new online system in fall 2003.

We look forward to discussing these comparisons at the February 4th meeting and presenting a recommendation for your approval of the $10 fee at the March 4th, 2003, meeting.

Attachments

COMPARISON OF MATERIALS RECOVERY SERVICES:

BACKGROUND:
The Library spends $5.5 million dollars annually for the acquisition of new materials. A survey of materials stolen and never returned was estimated at $622,613.42 for the last fiscal year (2001-02). The Library has a responsible program of in-library security, overdue notices and billing for overdue materials, and a replacement program for materials. The final piece in providing an effective materials management is a Materials Recovery Program, a means to recover material checked out, but not returned.

Two years ago the Library requested the Board of Supervisors' approval of fees for the implementation of a materials recovery program. Members of the Board requested that the library host an amnesty period to recover lost materials. This one-time program recovered only a small amount of materials and has had no effect upon the on-going loss of materials

Board members also requested the Library send out second notices and a bill in addition to the single overdue notice sent to borrowers 10 days after materials were due. These additional notices have had no significant impact upon the recovery of the library's overdue materials.

The Library is more convinced than ever that the implementation of a recovery program is essential. The following chart indicates the various options for a Recovery Program: one provided by the leading Library Recovery Agency, Unique Management Services, which has a City- certified contract with the City, the SF Tax Collector, and if the service were provided by additional library staff:

Unique Management Services	San Francisco Tax Collector	SFPL STAFF-OPERATED
(UMS)	(TC)	(SFPL)
Contract for Services		
Needs City Contract (Existing 3 year contract needs to be extended beyond July, 2003 termination date)	Does not need contract; charter allows TC to provide collection services for all City agencies; need to develop interdepartmental MOU	None needed
History of Service to Libraries		
Has provides materials recovery for libraries for the past six years (currently services 506 public libraries, including Oakland, Stockton-San Joaquin, and San Jose)	Has vast collection experience on various delinquent obligations owed to the city and county Has not specifically worked with library collection of fines since the 1970s when a manual system was	Staff has no experience pursuing delinquent accounts other than providing overdue notices and a bill via an online system

Unique Management Services	San Francisco Tax Collector	SFPL STAFF-OPERATED
	used.	
Reports, Letters. telephone scripts, designed for libraries (see Exhibits attached)	Experienced in professional collection, skip tracing, customer service, although no recent experience collection on behalf of the Library. No library-specific call script experience.	No experience in professional collection , skip tracing, cold calling or credit reporting.
Recovery of Materials		
Focus upon recovery of materials	Primary focus upon collection of fees, changes need to be made to accommodate recovery of materials	Focus upon recovery of materials
Provides report on materials returned	Will provide report on materials returned.	Staff reports will need to be generated
Minimum Balance of User Account		
Overdue balance: $50.00 or more (UM recommends: $25.00 or more)	$300 or more (willing to assume library accounts of $50.00 or more)	Need to determine balance that would trigger collection, probably $100 - $200.
Placements:		
Note: Currently the library sends out one overdue notice ten days after the date due, and sends out a bill 60 days later. With recovery, the bill will be sent out 45 days after the due date and the materials sent to recover 60 days after the materials are due.		
Initial Placement: three letters & two phone calls (expect 50% recovery) • Letter 1: when account is turned over to UM (60 days after materials are due) • Letter 2: three weeks later • Letter 3: fine balance & request to return materials (if user has partially responded to first two letters) • Calls: 14 days after 3rd letter; M-Th 6-8pm; Sat 9-3pm	Initial Placement: two notices & phone calls • Letter 1: 90 days after materials are due • Letter 2: three weeks later • Phone calls: Mon-Fri 8-5	Second billing: 60 days after materials are due Phone calls: three weeks later
Secondary Placement: (expect 15% more materials returned) • Skip Tracing (find users who have moved) • If new address found: final written notice • User is called • Credit report: if no response to previous contacts (30 after final contact)	• Skip Tracing • Small Claims Court • Liens against financial assets • Forward to outside collection agency who performs credit reporting	• Skip Tracing (needs contract with credit bureau) • Small Claims Court • Credit Bureau (needs contract)

Unique Management Services	San Francisco Tax Collector	SFPL STAFF-OPERATED
Effectiveness		
Expect 65% return of materials/funds sent to be recovered	Expect 60% return of materials/funds sent to be recovered	Expect 50% return of materials/funds sent to be recovered
Experience with other libraries have a demonstrated 65%-75% return rate on fines & materials.	Recovery will be less effective for out-of-city borrowers	Surveys of library-generated notices prove an ineffectiveness in recovery through library-generated notices
Languages Used:		
Written: English, Spanish & Chinese Phone Calls: English, Spanish	Written: English Phone calls: English, Spanish, Chinese	Chinese, Spanish, English
Additional Expenses:		
$62,650	$ 91,000	$162,724
Guarantee to recover enough funds to cover costs (cost neutral plan)	$7,000 & comm. fee (25%) vs. $81,000 work order for costs (approx. $11.57 per account) As compensation for services rendered, TC will either accept a work order for total costs or, if not possible, take a commission fee of 25% of funds collected (plus a possible charge to the user) and transfer remainder to Library. Work order would include costs for personnel, material & supplies, equipment, & programming, estimated at $81,000 per year.	Recovery Supervision: .5 LT 3618: $30,381 + 24% benefits: $7,241 = **$37,622** Phone calls: 7,000 accts x 4 calls: 15 calls/hr: 1,868 hrs @ $26.90/hr (LT 3616)= 50249+ .24% fringe (12,060)= **$62,310** Additional calls (no answ/by answ machine): 1 per acct: 7,000 @ 15/hr = **$10,654.**
Maximum costs: 7,000 accts x $8.95 = **$62,650**	If commission fee basis, then costs charged to Library are for systems programming for interfaces and for any customized reports. $7,000 estimated.	Letters: 7,000x.57 = $3,990 (.37 postage + .20 envelope/letterhead/equip $.57/letter) Staff time: Bursting, stamping, stuffing, sealing, labeling, etc: 100 letter/hr = **$4,200**
Initial & Second Placement: $8.95/user	$35.00 per user (or 25% of funds collected) ($35 is T.C. delinquent fee charged on installment payment plans.)	Credit Reporting/Small Claims: .5 FTE (3618) $30,381 + fringe ($7,241) = **$37,622**
	Programming. for transferring data from TC system to Library ILS System (estimate: $10,000 - $5K per system)	Training/Account Verification 10 hrs L 3630 ($8,320 + $1,997 fringe) **$10,316**

Unique Management Services	San Francisco Tax Collector	SFPL STAFF-OPERATED
SFPL Staff: Use existing staff to implement program.	SFPL Staff: Use existing staff to implement program.	Would need to hire additional staff (listed above)
Revenue:		
Anticipate: $ 386,750	**Anticipate: $314,000**	**Anticipate: $262,500**
Income: Surcharge: $70,000 (7,000 accounts @ $10.00): if collected from 65% of accounts = **$45,500)**	Surcharge $10.00 per account (Not: if TC charges for collection costs, then TC will keep. If the Library charges this fee and the fee goes back to the Library, then the fee will need Board of Supervisors' approval.)	No surcharge
Earned revenue: 65% of 7,000accounts receivable: (average acct = $75.00) **Revenue:** Revenue: If 65% of revenue collected (7,000 accounts @ $75.00/acct: $525,000)= **$341,250**	Earned revenue: 60% of accounts receivable ($525,000): **Revenue: $315,000** NOTE: Staff do not believe the SF Tax Collector will have as an effective impact on non-SF delinquent accounts as Unique Management.	Earned revenue: 50% of accounts receivable (Note: experience with third notices/bill suggests additional notices from library will not be as effective as those from either third party (Unique/TC): **Revenue: $122,500**
Need Board of Supervisors' approval	Board approval needed	Note: Expenses would need additional GF support
Budget Impact (2003-04) for an estimated 7,000 accounts		
Earned Income: $324,100	**Earned Income: $223,000**	**Earned income: $99,858**
Revenue neutral, costs not to exceed expenses	All revenue collected by the TC will be used to abate the costs of using the TC. Library will receive 75% of what TC collects if on a commission fee basis	Would need additional staff
Library Reports to Agency		
Daily updates for borrowers who have responded to contacts (in order for UM to stop further contact)	Will need to determine if library automation system will be able to interface with TC automation system.	Automation and Borrower Services would need to generate reports (additional staff costs unknown)
Recovery Reports to Library		
Updated user addresses sent to library monthly	Updated information regarding users/accounts could be sent to Library's automation system without manual interface, but with programming costs.	Automation would need to update records
Monthly Report by user: value of materials returned, money received, charges waived and	Monthly Report (by user/status/balance): Summary of accounts, funds collected, balances.	Would use reports generated by online system

Unique Management Services	San Francisco Tax Collector	SFPL STAFF-OPERATED
balance due.		
Technology Interface with Innovative (SFPL's circulation system)		
Fully compatible with Innovative for patron record, fines, materials data transfer.	Need to develop data transfer protocols	Collection module being purchased as part of new ILS system
A*STAR collection software (250 users)	"Columbia Ultimate" software	
Training:		
UM: 2 hr training	Tax Collector to provide to staff	Automation Librarian I would need to develop for staff. (see Expense of 3630 above)
Collection Letter Samples		
Attached: Exhibit A (available on request)	Will train staff	Will need to develop all procedures
	Attached: Exhibit B (available on request)	Will need to create staff training program
	Attached: Exhibit B (available on request)	No samples available
Contact Person:		
Richard Neal, dneal@unique-mgmt.com 1.800.879.5453	Florence Mar 554.4608 Margarita Lacayo	Roberto Esteves/Kathy Lawhun 557.4202/557.4558

Beginning April 2001, the Library implemented more aggressive means to recover library materials by issuing a second overdue notice and a third notice in the form of an invoice. The first notice is issued after an item is overdue ten days, the second at 30 days and the third at 60 days.

In order to measure the effectiveness of issuing the additional notices the Library conducted a number of surveys to assess the return rate of long overdue materials. The tables below show the results of four surveys conducted over two-week periods. The number of items in "assumed lost" status (six weeks following due date) is noted at the beginning of the survey period. At the end of the survey period a count is taken of the number of those in assumed lost status at the beginning of the period that remain in that status.

The first table shows the return rate during the time the Library issued only one overdue notice. The second, third and fourth tables show the return rates after the second and third notices were implemented. Please note that variances in the overall number of items in assumed lost status at the beginning of a survey period are partly dependant upon the date the annual maintenance purge is executed.

As can be seen from these results, the additional notices do not appear to have made a difference in the return rate for long overdue library materials. The number and percentage of long overdue items returned in the two week periods remains relatively the same.

Long Overdue Items Returned – 1st Notice Only

Date	Assumed Lost	Assumed Lost Returned	Percent Assumed Lost Returned
April 5, 2001	125, 478		
April 19, 2001	124, 123	1,355	1 %

Long Overdue Items Returned – 1st , 2nd & 3rd Notices

Date	Assumed Lost	Assumed Lost Returned	Percent Assumed Lost Returned
November 1, 2001	96,427		
November 15, 2001	95,375	1,052	1%

Date	Assumed Lost	Assumed Lost Returned	Percent Assumed Lost Returned
April 26, 2002	105,774		
May 10, 2002	104,725	1,049	.9%

Date	Assumed Lost	Assumed Lost Returned	Percent Assumed Lost Returned
August 16, 2002	87,360		
August 30, 2002	86,181	1.179	1.3%

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

February 13, 2003

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George Nichols, Finance Director

RE: FY 2003-04 BUDGET ACTION ITEMS
1. Additional 5% Contingency Reductions
2. Budget Change Proposals (Budget Augmentation)

1. ADDITIONAL 5% CONTINGENCY REDUCTIONS

Revised budget instructions issued by the Mayor, direct all departments to prepare 10% General Fund contingency reduction plans for FY 2003-04. This is 5% greater than the reduction plan requested previously. The increase is in response to growth in the State's deficit and consequently growth in the City's General Fund shortfall – now projected at $350 million.

In an earlier action, the Commission considered and approved a contingency reduction plan totaling $1.618 million or 5% of the Library's anticipated baseline General Fund. This item seeks the Commission's approval for an additional 5% in contingency reductions to comply with the Mayor's revised instructions. The additional reductions total $1.620 million and bring the total planned contingency reduction plan to $3.238 million or 10% of General Fund allocations of $32.354 million currently projected for 2003-04. The additional reductions are summarized on Attachment A and the full 10% contingency reduction plan is summarized on Attachment B.

At the 5% level, the Library's plan prioritizes reductions to minimize impacts on public service and Library operations and preserves the book budget. Even with prioritized cuts, reductions at the 5% level would incrementally affect service and operations. At the 10% level, reductions would go beyond incremental impacts and significantly diminish public service and operations across the board.

According to the Mayor's Budget Office, contingency reductions will be taken only if mandated current year cuts, mandated baseline cuts, and other cost cutting or revenue generating measures are insufficient to close the gap next year. Although required to prepare and submit a 10% contingency reduction plan, it is unlikely given a revenue base predicated primarily on property taxes and funding requirements of Charter Section 16.109 (Proposition E) that the Library's budget will be cut even under the City's current worse case revenue scenario.

To achieve a 10% savings, the Library's recommendations include:

- Cutting an additional 14.75 FTE for a savings of $1,026,860. This includes public service positions (5.25 FTE), support positions (7.0 FTE), and administrative positions (2.5 FTE). Public Service reductions include 1.0 Librarian I (a half-time position in S.F History and a half-time position in the Patent and Trademark Center), 1.0 Librarian II (full-time Branch floater), 2.5 Library Technician I

FTE (half-time position at Chinatown, half-time position in the Main Library's Telephone Information Program, and a full-time Branch floater); and, 0.75 part-time as needed (PTAN) funds in the Branch Program. Support positions include 2.0 Librarian I (a full-time position in Acquisitions and a full-time position in Information Resource Management); 2.0 Custodians (a full-time position in the Main and a full-time position in the Branch); 1.5 Building and Grounds Security Officers (a full-time position and a half-time position in the Branch); 1.0 Stationary Engineer (full-time position in Operations); and 0.5 Curator II (Public Affairs). Administrative positions include 1.0 Librarian IV (Chief of Information Resource Management); 0.5 Clerk (Finance Office); and 1.0 Clerk Typist (Technical Services).

- Reducing the book budget by 10% or $518,000. The reduction to the book budget would be implemented in phases. The first 5% reduction or $259,000 would occur only if required and only if actual reductions exceeded $1.618 million. The second 5% or $259,000 would be implemented only if required or actual reductions exceeded $2.979 million.

- The balance of the additional reductions or $75,523 would come from various operating expense line-times in various programs. Reductions include further cuts in travel ($7,500); training ($10,000); City Librarian's operating budget ($15,000); Branch materials and supplies ($10,000); minor furnishings for the new Support Services Center ($20,000); and, other miscellaneous reductions ($13,023).

Reductions would be taken in the priority order listed on Attachment B. The Library's reduction plan must be submitted to the Mayor's Budget Office by March 15, 2003. It must be restated, that barring further significant diminishment in City revenue – specifically property tax revenue – we are optimistic that the Library's budget will not be cut in 2003-04.

2. BUDGET CHANGE PROPOSALS (AUGMENTATIONS)

If current revenue projections for the Library hold, there is a very good chance that cuts will not be required and that we will have an opportunity to augment our 2003-04 baseline budget. The baseline budget approved by the Commission in January is $1.2 million below projected baseline revenue. With the Commission's approval, $1.2 million was held in abeyance in the event salary increases were provided through collective bargaining. With the growth in the City's General Fund shortfall from $170 million (at the time the Commission approved the Library's budget) to $350 million today, it is now highly unlikely that salary increases will be provided next year and we believe that funds can be released to support other priority funding needs.

As reported during the Commission's February meeting, additional non-discretionary baseline costs have emerged that must be funded. These costs include $182,210 to correct baseline deficiencies in funds budgeted for premium pay received by staff who work nights and weekends[1]; $182,938 to cover projected growth in work comp payments[2]; and $321,000 to cover anticipated growth in the cost of health benefit premiums paid by the City for its employees. At this point we are assuming a 10% increase in health benefit costs over our current budget of $3.2 million. Actual costs will not be known until March or April and costs could exceed 10%. Based on current projections of Library revenue and a baseline budget of $54.616 million funded by these sources, $528,000 is still be available to fund other initiatives and staff is requesting the Commission's approval to submit a list of funding proposals to the Mayor when we submit our baseline budget on February 21, 2003.

The amount available to fund new program initiatives is currently estimated at $528,000. The actual amount available will depend on the Controller's revised revenue forecasts issued at mid-year and at the end of the third quarter of the fiscal year; and, on the actual cost of health benefit premiums and other costs

currently unknown that may be passed on to departments because of the General Fund shortfall. Assuming that the budget can be augmented, the Library recommends adding on a prioritized basis, the items summarized on Attachment C. Staff's recommendations, in priority order, include:

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[1] Baseline budget at $424.472 (including fringe benefits), expenditures over the last two fiscal years averaged $606.682 (including fringe benefits). Budget deficiency estimated at $182.210.

[2] Projection from Department of Human Resources based on actual payments to-date and a 7% rate adjustment (AB749) for temporary disability, permanent disability, and rehab that went into effect on January 1, 2003. The projection also includes an additional rate adjustment that takes affect on January 1, 2004 The Library's budget for work comp is determined by DHR's annual projections.

1. $122,756 to convert 66 Library Page positions from temporary or provisional appointments to permanent civil service status for purposes of retaining benefits for these employees.

2. $155,000 increase to the Library's book budget. This represents a 3% increase in the book budget commensurate with the projected increase in Library revenue. This will increase the portion of the book budget funded by the Library Preservation Fund from $5.176 million to $5.331 million.

3. $33,000 for maintenance and supplies for the Public Copying and Print Program.

4. $37,167 to establish and fund a full-time custodian position for the Support Services Center at 190-9th Street.

5. $70,000 to fund a contract with Unique Management to implement the materials recovery program. This assumes Commission approval to proceed with this program and approval by the Mayor and the Board of Supervisors.

6. $94,500 to purchase and install 3 express checkout machines – one each for Mission, Ortega, and Anza Branch Libraries.

7. $60,000 to upgrade the security system in the Main Library.

8. $42,560 in equipment funds for Media Services. Funds would be used to replace audio/video equipment in the Koret Auditorium and other meeting spaces in the Main Library ($33,500); to purchase three flat screen LCD monitors for use during Commission meetings and other public events in the Koret ($2,550); and to purchase a digital still photo camera ($6,510).

9. $20,000 increase in the materials and supplies budget for Operations. Includes $10,000 for scavenger services, $5,000 for custodial uniforms, mat cleaning, and tools; and, $5,000 for building materials and supplies.

10. $5,642 for four Media Display Units and $1,500 for Redistribution Program supplies.

11. $50,000 in contract funds to conduct a "usability study" of the Library's intranet system. The study is necessary to improve the system that serves as a clearinghouse for all Library policies, procedures, forms, and other information.

We are issuing this report earlier than usual to give the Commission more time to review these issues and to ensure that we are able to meet the Mayor's deadlines for submitting the 2003-04 budget. Please call me at (415) 557-4248 if you have questions prior to your March 4th meeting.

Attachments

cc: Paul Underwood, Deputy City Librarian
Kathleen McKeon, Budget Officer

FY 2003-04 CONTINGENCY REDUCTIONS
(Additional Mandated 5% Contingency Reductions)

Priori	Division	Description	FTE	F/V	Classification	Total
45	Operations	Eliminate custodian position in the Main Library.	1.00	V	2716 Custodian	$ 54,880
46	IRMO	Reduce books & materials budget by 5%. Reduction of print materials and periodicals.	0.00			$ 259,000
47	Childrens	Reduce materials & supply funds in Technical Srvcs funded by Childrens Baseline funds	0.00			$ 3,371
48	Operations	Eliminate Building & Grounds Patrol Officer (Branch Security)	1.00	V	8207 B&G Sec Officer	$ 53,279
49	Operations	Eliminate Stationary Engineer	1.00	V	7334 Stationary Engineer	$ 77,801
50	Branch	Eliminate Eureka Valley security contract	0.00			$ 3,500
51	Admin (FO)	Eliminate half-time 1404 Clerk position	0.50	V	1404 Clerk	$ 26,780
52	Techn Srvcs	Eliminate small equipment (burster) maintenance funds.	0.00			$ 1,152
53	Branch	Eliminate full-time Librarian II (floater)	1.00	F	3632 Librarian II	$ 86,528
54	Childrens	Eliminate full-time 3616 Library Techn I position at Chinatown Branch	1.00	V	3616 Library Techn I	$ 60,225
55	IRMO	Eliminate a 3630 Librarian I	1.00	F	3630 Librarian I	$ 82,361
56	Operations	Eliminate 0.5 Building & Grounds Officer (Branch Security)	0.50	F	8207 B&G Sec Officer	$ 30,041
57	Branch	Eliminate full-time Library Technician II (floater)	1.00	F	3616 Library Technician	$ 67,775
58	Main	Eliminate half-time 3630 Librarian I (Patent & Trademark Center)	0.50	F	3630 Librarian I	$ 39,433
59	Operations	Eliminate mat service in the Main and Branch libraries.	0.00			$ 5,000
60	Operations	Eliminate custodian position in the Branch Library	1.00	V	2716 Custodian	$ 54,880
61	Main	Eliminate half-time 3616 Library Technician in TIP	0.50	V	3616 Library Techn I	$ 33,514
62	Public Affairs	Eliminate 0.5 Curator II position (balance of position)	0.50	F	3542 Curator II	$ 36,624
63	Admin	Further reduction to travel budget.	0.00			$ 7,500
64	Admin	Further reduction to City Librarian's operating budget.	0.00			$ 15,000
65	Admin	Further reduction to Training budget.	0.00			$ 10,000
66	Techn Srvcs	Reduce funds budgeted for minor furnishings (earmarked for new SSC)	0.00			$ 20,000
67	Techn Srvcs	Eliminate 1424 Clerk Typist (COATS and Acquisitions)	1.00	F	1424 Clerk Typist	$ 57,114
68	Branch	Further reductions to supply and equipment funds	0.00			$ 10,000
69	Main	Eliminate Librarian I in SF History	0.50	F	3630 Librarian I	$ 39,433
70	Branch	Reduce PTAN funds	0.75			$ 31,000
71	Techn Srvcs	Eliminate 3630 Librarian I in Acquisitions	1.00	V	3630 Librarian I	$ 75,324
72	IRMO	Eliminate Chief of IRMO position	1.00	V	3643 Librarian IV	$ 119,868
73	IRMO	Additional 5% reduction to book budget	0.00			$ 259,000
		TOTAL, ADDITIONAL 5% CONTINGENCY REDUCTION	**14.75**			**$ 1,620,383**

Public Library
10% Contingency Reduction Plan

	Division	Description	FTE	F/V	Classification	Total	Cumulative Total
1	Admin (CL)	Reduce various service/supply accounts. Includes travel ($7,500), professional rrvcs, materials & supplies, other office supplies.	0.00			$ 18,673	$ 18,673
2	Admin (HR)	Downgrade (reclass) 2 payroll clerk positions				$ 10,534	$ 29,207
3	Automation	SBC/Pacific Bell Internet Access charges (budget adjustment).	0.00			$ 13,745	$ 42,952
4	Branch	Eliminate grant to Tool Lending Center				$ 175,000	$ 217,952
5	Branch	Eliminate Librarian II -- Mission Bay Branch Library	0.50	V	3632 Librarian II	$ 36,473	$ 254,425
6	Childrens	Reduce maintenance & supply funds in Technical Srvcs funded by Childrens Baseline funds	0.00			$ 42,154	$ 296,579
7	Main	Eliminate 1.0 3630 Librarian I in General Collections	1.00	V	3630 Librarian I	$ 78,440	$ 375,019
8	Main	Eliminate 1.0 3602 Page - Library for the Blind	0.38	F	3602 Library Page	$ 12,012	$ 387,031
9	Operations	Further reductions in materials & supplies budgets for all crafts	0.00			$ 41,000	$ 428,031
10	Operations	Eliminate Johnson Control Maintenance Contract	0.00			$ 17,000	$ 445,031
11	Public Affairs	Reduce programming and exhibitions staff by 0.5 3542 Curator II.	0.50	F	3542 Curator II	$ 36,237	$ 481,268
12	Public Affairs	Reduce budget for repair/replacement of exhibit cases.	0.00			$ 2,000	$ 483,268
13	Techn Srvcs	Innovacq maintenance service funds.	0.00			$ 20,576	$ 503,844
14	Techn Srvcs	Reduce 20 hour/wk page to 15 hour/wk page	0.13	V	3602 Library Page	$ 5,500	$ 509,344
15	Techn Srvcs	Reduce materials & supply budgets in Acquisitions, Catalog, and Preservation	0.00			$ 12,000	$ 521,344
16	Admin (FO)	Reduce operating funds 20%	0.00			$ 2,300	$ 523,644
17	Admin (HR)	Reduce training funds	0.00			$ 11,880	$ 535,524
18	Automation	Reduce funds budgeted for service and software maintenance	0.00			$ 69,046	$ 604,570
19	Operations	Reduce equipment repair funds for custodial equipment.	0.00			$ 5,000	$ 609,570
20	Public Affairs	Reduce budget for graphic materials & supplies	0.00			$ 1,500	$ 611,070
21	Techn Srvcs	Eliminate access to RLIN bibliographic utility	0.00			$ 600	$ 611,670
22	Techn Srvcs	Eliminate 15 hour/wk Library Page in Catalog Dept	0.38	F	3602 Library Page	$ 12,587	$ 624,257
23	Automation	Reduce funds budgeted for data processing supplies.	0.00			$ 20,000	$ 644,257
24	IRMO	Eliminate SF Community Services Directory (Community Connection)	1.00	F	3616 Library Techn I	$ 60,000	$ 704,257
25	Operations	Modify/reduce equipment service & maintenance contracts (time & material only).	0.00			$ 66,888	$ 771,145
26	Techn Srvcs	Eliminate 3616 Technical Assistant I (bilingual) in Acquisitions	0.50	V	3616 Library Techn I	$ 35,513	$ 806,658
	Main	Close A/V desk & listening stations - eliminate two full-time 3610 and 2 half-time 3602 positions and $3000 in equipment funds	3.00	F F	3610 Library Assistants 3602 Library Page	$ 161,239	$ 967,897
28	Operations	Reduce materials & supply budgets for crafts	0.00			$ 14,000	$ 981,897
29	Public Affairs	Reduce work orders for reproduction and mail services	0.00			$ 5,000	$ 986,897
30	Public Affairs	Reduce audi-visual equipment maintenance funds	0.00			$ 4,000	$ 990,897
31	Admin (HR)	Reduce various operating budget line-items	0.00			$ 5,000	$ 995,897
32	Childrens	Eliminate full-time 3630 Librarian I position in the Main's Childrens' Center	1.00	V	3630 Librarian I	$ 80,014	$ 1,075,911
33	Main	Eliminate 2 half-time 3602 positions in Borrower Services	1.00	F	3602 Library Page	$ 41,991	$ 1,117,902
34	Public Affairs	Reduce media production supplies	0.00			$ 1,500	$ 1,119,402
35	Admin (HR)	Eliminate one full-time 1220 Payroll Clerk position.	1.00	F	1220 Payroll Clerk	$ 66,560	$ 1,185,962
36	Branch	Reduce supply and equipment budget 3%.	0.00			$ 40,000	$ 1,225,962
37	Branch	Eliminate full-time 3630 Librarian I (floater)	1.00	F	3630 Librarian I	$ 88,648	$ 1,314,610
38	Childrens	Eliminate full-time 3630 Librarian I position serving Juvenile Hall	1.00	F	3630 Librarian I	$ 72,563	$ 1,387,173
39	Main	Eliminate Librarian I in Business/Science/Technology	1.00	V	3630 Librarian I	$ 78,440	$ 1,465,613
40	Admin (HR)	Reduce overtime funds	0.00			$ 8,269	$ 1,473,882
41	Branch	Eliminate half-time Library Assistant I - Mission Branch	0.50	V	3610 Library Assistant	$ 28,583	$ 1,502,465
42	Main	Eliminate full-time Library Technian in SF History	1.00	V	3616 Library Techn I	$ 67,872	$ 1,570,337
43	Admin (HR)	Eliminate 3602 Position	0.25	V	3602 Library Page	$ 8,543	$ 1,578,880
44	Main	Eliminate Librarian I in General Collections	0.50	F	3630 Librarian I	$ 39,220	$ 1,618,100
		Total, Initial 5% Contingency Reduction Plan	**15.62**			**$ 1,618,100**	49.96%
45	Operations	Eliminate custodian position in the Main Library.	1.00	V	2716 Custodian	$ 54,880	$ 1,672,980
46	IRMO	Reduce books & materials budget by 5%. Reduction of print materials and periodicals	0.00			$ 259,000	$ 1,931,980
47	Childrens	Reduce materials & supply funds in Technical Srvcs funded by Childrens Baseline funds	0.00			$ 3,371	$ 1,935,351
48	Operations	Eliminate Building & Grounds Patrol Officer (Branch Security)	1.00	V	8207 B&G Sec Officer	$ 53,279	$ 1,988,630
49	Operations	Eliminate Stationary Engineer	1.00	V	7334 Stationary Engineer	$ 77,801	$ 2,066,431
50	Branch	Eliminate Eureka Valley security contract	0.00			$ 3,500	$ 2,069,931
51	Admin (FO)	Eliminate half-time 1404 Clerk position	0.50	V	1404 Clerk	$ 26,780	$ 2,096,711
52	Techn Srvcs	Eliminate small equipment (burster) maintenance funds.	0.00			$ 1,152	$ 2,097,863
53	Branch	Eliminate full-time Librarian II (floater)	1.00	F	3632 Librarian II	$ 86,528	$ 2,184,391
	Childrens	Eliminate full-time 3616 Library Techn I position at Chinatown Branch	1.00	V	3616 Library Techn I	$ 60,225	$ 2,244,616

	Division	Description	FTE	F/V	Classification	Total	Cumulative Total
55	IRMO	Eliminate a 3630 Librarian I	1.00	F	3630 Librarian I	$ 82,361	$ 2,326,977
56	Operations	Eliminate 0.5 Building & Grounds Officer (Branch Security)	0 50	F	8207 B&G Sec Officer	$ 30,041	$ 2,357,018
57	Branch	Eliminate full-time Library Technician II (floater)	1.00	F	3616 Library Technician	$ 67,775	$ 2,424,793
58	Main	Eliminate half-time 3630 Librarian I (Patent & Trademark Center)	0 50	F	3630 Librarian I	$ 39,433	$ 2,464,226
59	Operations	Eliminate mat service in the Main and Branch libraries.	0.00			$ 5,000	$ 2,469,226
60	Operations	Eliminate custodian position in the Branch Library	1.00	V	2716 Custodian	$ 54,880	$ 2,524,106
61	Main	Eliminate half-time 3616 Library Technician in TIP	0.50	V	3616 Library Techn I	$ 33,514	$ 2,557,620
62	Public Affairs	Eliminate 0 5 Curator II position (balance of position)	0.50	F	3542 Curator II	$ 36,624	$ 2,594,244
63	Admin	Further reduction to travel budget	0 00			$ 7,500	$ 2,601,744
64	Admin	Further reduction to City Librarian's operating budget	0.00			$ 15,000	$ 2,616,744
65	Admin	Further reduction to Training budget	0 00			$ 10,000	$ 2,626,744
66	Techn Srvcs	Reduce funds budgeted for minor furnishings (earmarked for new SSC).	0.00			$ 20,000	$ 2,646,744
67	Techn Srvcs	Eliminate 1424 Clerk Typist (COATS and Acquisitions)	1 00	F	1424 Clerk Typist	$ 57,114	$ 2,703,858
68	Branch	Further reductions to supply and equipment funds	0 00			$ 10,000	$ 2,713,858
69	Main	Eliminate Librarian I in SF History	0 50	F	3630 Librarian I	$ 39,433	$ 2,753,291
70	Branch	Reduce PTAN funds	0 75			$ 31,000	$ 2,784,291
71	Techn Srvcs	Eliminate 3630 Librarian I in Acquisitions	1 00	V	3630 Librarian I	$ 75,324	$ 2,859,615
72	IRMO	Eliminate Chief of IRMO position	1 00	V	3643 Librarian IV	$ 119,868	$ 2,979,483
73	IRMO	Additional 5% reduction to Book Budget	0 00			$ 259,000	$ 3,238,483
		Total, Additional 5% Contingency Reductions	14.75			$ 1,620,383	50.04%
		TOTAL 10% CONTINGENCY REDUCTIONS	30.37			$ 3,238,483	100.00%

2/13/2003

ATTACHMENT C

Public Library
FY 2003-04 BUDGET CHANGE PROPOSALS

ority	DIVISION	TITLE	DESCRIPTION	FTE	Personal Services	Operating Expense	Total
	Systemwide	Convert 3602 Library Page with Benefits to Permanent Civil Service Status	Convert 76 Library Page positions from Temporary PTAN or provisional status to Permanent Civil Service status. Incumbants in these positions receive health and retirement benefits and conversion is necessary to continue receiving benefits.	1.65	$ 122,756	$	$ 122,756
2	IRMO	Book Budget Increase	Increase book budget commensurate with increase in revenue (3%).	0.00	$ -	$ 155,400	$ 155,400
3	Techn Srvcs	Maintenance and supplies for Public Copy and Print Program	Supplies for the Public Copy and Print Program. Includes paper, toner, and maintenance of copiers and printers. Opportunity funds used in the current year to cover supplies; copiers and printers under warrenty the first year.	0.00	$ -	$ 33,000	$ 33,000
4	O&M	190 9th St.	Custodian for Support Services Center at 190 9th Street.	1.00	$ 37,167	$ -	$ 37,167
5	Main	Collection Agency	Enter a contract with Unique Management or Tax Collector to pursue materials not returned.	0.00	$ -	$ 70,000	$ 70,000
6	Branch	Equipment Purchase - Express Checkout Machines	One-time funding to purchase three express checkout machines for installation at Mission, Ortega, and Anza Branch Libraries. Each unit costs $31,500 which includes site license and	0.00	$ -	$ 94,500	$ 94,500
7	O&M	Security System Upgrade	One-time funding to retrofit and upgrade of the Main Library's security system. Includes improvements and expansion of the camera surveilance system and interface with the building alarm system; to upgrade the monitoring and information storage to a digital system; and, to incorporate the staff badgin system into the existing security system.	0.00		$ 60,000	$ 60,000
8	Public Affairs	Equipment Purchase - Digital Still Photo Camera	One-time funding to purchase a professional grade digital camera needed for publicity photos for programs and exhitits, constuction documents, and trade publications.	0.00	$ -	$ 6,510	$ 6,510
		Equipment Purchase - 18 inch flat screen LCD computer monitors	One-time funding to purchase three 18-inch flat screen LCD computer monitors to replace salvaged CRT terminals currently used for Commission meetings.	0.00	$ -	$ 2,550	$ 2,550
		Main Library A/V Equipment Refreshment	One-time funding to upgrade and replace antiquated A/V equipment in the Children's Creative Center ($17,500) and the Stong Conference Room ($16,000). Equipment to be purchased includes DLP projectors and a DVD player. Also includes funds to upgrade computer/projector interface components and reporgam A/V system remote controls to operate the projectors.	0.00	$ -	$ 33,500	$ 33,500
9	O&M	Operational Costs	Increase in scavenger services ($10,000), rental of custodial uniforms, mat cleaning, and tools ($5,000), and building maintenance supplies ($5000).	0.00	$ -	$ 20,000	$ 20,000
10	Children	Media Center Display Furniture	One-time expenditure to purchase 4 media display units.	0.00	$ -	$ 5,642	$ 5,642
11	IRMO	Redistribution of Supplies	Augment funds used to purchase materials and supplies for the Redistribution Program. Items include pallets, boxes, wrapping tape & other supplies; postage and shipping, and a box lifter/pallet jack.	0.00	$ -	$ 1,500	$ 1,500
12	IRMO	Staff Usability	One-time contract funds to conduct a usability study of the Library's intranet system. The system (StaffNet) provides a centralized and accessible repository for Library policies, procedures, forms and other information that is used by staff to conduct business and provide service. The system is not as effective as it can be and the study will facilitate improvements in sytem content as well as system use.	0.00	$ -	$ 50,000	$ 50,000
	TOTAL PROPOSED			**2.65**	**$ 159,923**	**$ 532,602**	**$ 692,525**
	One-time Costs				$ -	$ 252,702	$ 252,702
	Permanent/Ongoing				$ 159,923	$ 279,900	$ 439,823

San Francisco Public Library
Strategic Planning

Community Planning Committee
February 19, 2003

Present: Luis Calderon, Hon. Steve Coulter, Alan D'Souza, Bill Hollabaugh, Jane Hudson, Elizabeth Juarez, John Kenny, Doug King, Judith Lujan, Marcia Popper, Hon. Carol Steiman, Joan Walton, Blaine Waterman, Jensa Woo, Norman Yee, Monique Zmuda

SFPL Observers: Susan Hildreth, Paul Underwood, Toni Bernardi, Marcia Schneider, Roberto Estevez, Mary Hudson

Facilitator: Gail McPartland

Planning for Results

Members received background information on the *New Planning for Results* model of strategic planning as endorsed by the national Public Library Association. The model, based on a book written by Sandra Nelson, is based on the principle that all public libraries can attain excellence in three areas:

1. Excellence must be defined locally. It results when library services match user needs, interests, and priorities.
2. Excellence is possible for both small and large libraries. It rests more on commitment than on unlimited resources.
3. Excellence is a moving target. Even when achieved, excellence must be continually maintained.

In choosing this model, San Francisco Public Library is NOT creating a 'cookie cutter' vision of a public library, i.e. a library based on needs and desires of other communities. Rather, the library is defining a local measure of excellence which will be tailored to the San Francisco community.

Visioning Statements

Member where asked to describe the ideal San Francisco community of the next ten years. These visions of the community in the coming years will be the foundation of the strategic plan as services and priorities will be crafted to help create the vision.

Group A

Children and families

- "Support Systems" exist for child care and child activities
- Leads to functional, healthy family, implies healthy citizens

- Well-adjusted, educated next generation

Homeless

- Services exist and reach those who need it, e.g. mental health issues, drug/substance abuse, and education/training
- All benefit from better citizens, cleaner and safer streets, more aesthetic

All

- Community supports arts-cultural diversity
- Supports nature of San Francisco, e.g. culinary Mecca, beautiful city, creative, progressive and economic benefit (tourism)

Elderly/Disabled

- Will receive home and community-based services
- Remain independent, keep dignity, e.g. access to Web a great way to stay connected
- Better, active citizens

Cyclists/Pedestrians/Greens

- More paths, more public alternative transportation, clean energy
- All benefit from beautiful city, healthy people

Group B

All – Housing is safe, appropriate and affordable. Reduce homelessness and retain a diverse (socio-economic) population

All – Health care (including mental health) quality, affordable, and accessible. Better quality of life and more productive citizens

All – Transit/parking is better, quieter, non-polluting; adequate neighborhood parking. Less stress, traffic, pollution, more enjoyment of city, better access to businesses.

Children/Parents – Childcare with quality, affordable. Less stress, safety for children, improved school readiness.

All – Cultural institutions, fully funded, available to all. More opportunities, outreach, enjoyment

Group C

All San Franciscans would have a home or place to live

People with disabilities would have access to all facilities

All residents will have a clean and safe environment

People of all occupations would afford to live in San Francisco

Children in all neighborhoods will have safe education and recreational services

Seniors would have access to healthcare and recreational services to keep them independent, safe and healthy

Diversity will be maintained, appreciated and enhanced

All Groups

Maintain community and neighborhood support for small businesses so neighbors may continue to meet and connect

Religious allows for diversity, tolerance and acceptance

Teens and young adults allow for diversity, tolerance and acceptance

Sports and entertainment allows for local clubs, bands and other forms of entertainment so artists are supported and have a place to perform and young people have a place to go. This also includes theater, bands, musicians, and artists

Business is strengthened and grows to support a strong economy and to support quality of life

Non-profits and businesses have a relationship that supports community services and enhances a quality of life

Less hostile political environment that is friendly to business and encourages business to stay in town

Business contributes to community needs and sees itself as a part of the community

Immigrant/non-English speaking peoples are brought into mainstream leads to an integrated and open city

SWOT Analysis

Members were asked to perform a SWOT analysis on the community as it currently exists in relation to the vision created in the previous exercise. The SWOT analysis is the first exercise in determining areas of the community that might need to be addressed for the vision to become reality.

Strengths
- Diversity
- Talent/ability

- Brain trust
- Neighborhoods
- Transportation
- Natural Resources
- Awareness of Issues
- Clean air
- Mild climate
- Parks and recreational facilities
- Highly educated
- High level of services are available

Weaknesses

- Cost of living
- Income disparity
- Space
- Earthquakes
- Congestion
- Parking
- Bureaucracy
- Politics and turf wars
- Lack of political will to address issues
- Pedestrian danger and safety
- NIMBY-ism
- Diverse views
- High cost of health care

Opportunities

- Form creative alliances, e.g. private/public, business/non-profits
- Economic slowdown may bring economic efficiency
- More vacancies may attract new businesses, arts, and families
- New infrastructure post-earthquake
- City cuts, Care Not Cash and other programs may bring new coordination, delivery of services
- Willing to compromise
- Regional solutions
- Tap the brain trust

Threats

- Earthquakes and other natural disasters
- War
- Terrorism
- Economic slowdown and lower funding
- Aging population
- Political infighting

- Prejudice
- Rich v. poor
- federal cut-backs
- Fanaticism and intolerance
- Civil rights

Needs

Members were asked to identify community needs that are keeping the vision from being realized. These are current needs in the community.

- Funding, money
- Political will
- Cooperation
- Coordination of services
- Business climate to create more jobs
- Regional planning
- Tax base design that supports services
- Tap brain trust of talented people
- Neighborhood involvement and ownership of community issues

Community Needs the Library Could Address

Members were asked to identify community needs the library could address based on the previous needs identified. This is the first discussion of library services, programs, and place in the community in the strategic planning discussion.

- Library is a meeting place, community rooms, safe place for neighborhoods
- Information and education to meet needs
- Libraries focus on local information – information not necessarily available on the Internet
- Library a place for self-improvement, e.g. reading, research, etc.
- Regional library systems could assist in regional planning
- Regional libraries could share resources
- Library programs and exhibits could educate people on political matters
- Library has community meeting places (emphasizing the branches) include topics, art, film, exhibits
- Library is a neutral environment to explore all sides of issues
- Library is one institution that includes, not excludes
- Library is a place for reflection and celebration of cultures and ages
- Library addresses literacy (cultural and basic)
- Library has educated staff to education the public

- Library provides "quality control" of information
- Library is free/accessible to anyone

Library Service Responses

Members heard brief descriptions of thirteen library service responses. These service responses are broad categories for beginning to define library services. Based on the previous discussion of community needs the library could address, members were asked to select up to three service responses they felt might fulfill the community needs (numbers indicate the votes from the committee for each response). Important note, the preliminary service responses chosen here are NOT indicative of present or future library programs or services. They are merely the starting point of discussion for assessing existing or potential library programs and services to adequately meeting the community vision.

Basic Literacy – 0
Business/Career Information – 0
*Commons – 9
Community referral – 3
Consumer information – 3
Cultural awareness – 2
Current topics and titles – 1
Formal learning support – 1
*General Information – 9
*Government Information – 8
*Information Literacy – 6
*Lifelong learning – 8
Local history and genealogy - 1

*Will be forwarded to Library Commission and Library Staff for response in the next phase of planning

Next Steps

Notes from the Community Planning Meeting and the discussion of library service responses will be forwarded to library staff for evaluation. The outcome of that process will be presented at the next Community Planning Meeting on Wednesday, April 23, 2003, 4-7pm in the Library's Latino Hispanic Room A and B.

Members were also reminded of the time and date of the third Community Planning Meeting which will be Wednesday, June 18, 4-6pm.

Committee plusses/minuses of the meeting

Plusses

- Small groups
- Moved along
- Engaged groups
- Susan's presentation
- Well-organized
- Represented groups
- Facilitation

Minuses

- Too long to reach library issues
- SWOT was too fast
- Hard to transfer needs to service responses
- Only 3 choices for the service responses

San Francisco Public Library (SFPL)
Library Data
(Revised February 24, 2003)

Library Data	**FY 1997-98**	**FY 2001-02**	**2005**
Library Users			
Total Number of people registered	538,462	447.332	500,000
Number of Residents	789.600	793.600	800.000
Hours per week			
Main Total	60	60	60
Branch Total	1,112	1.112	1.152
Branch Average	42.7	42.7	42.7
Staff			
Total Employees	830	864	875
Librarians (FTE)	209.66	197.40	200
Materials/Resources			
Books *(See Comparison Chart Below)*	2.464.050	2,165.833	2.300.000
Audio	118.714	91.383	125.000
Video	37.160	70.631	100.000
Periodicals	11.246	12.533	12.500
Databases	10	80	150
E-Books	0	4.000	7.500
Internet Access (# of public workstations)	Data not available	330	500
Expenditures			
Materials	$3,373,224	$5.471.422	$6.000.000
Salaries/Benefits	$29.700.693	$39.852.511	$40.500.000
Total Operating	$37,364,613	$48,019,667	54.000.000
Use Data			
Circulation	5.462,172	6.328.889	7.500.000
Visits	4.015.184	6.107,109	5.500.000
Reference Questions	1.154.800	1.181.050	1.160.000
Children Programs Attendance	187.302	182.177	200.000
Adult Programs Attendance	23.045	27.676	33.500

Comparison Chart

Year	Total Books	Book Budget
1995-96	2.308.901	$4.932.357
1996-97	2.393.837	$3.549.117
1997-98	2.464.050	$3.689.540
1998-99	2.061.946	$3.794.540
1999-00	2.208.749	$4.413.026
2000-01	2.217.743	$4.651.026
2001-02	2.176.833	$5.098.779

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

MEMORANDUM

TO: Library Commission

FROM: Susan Hildreth, City Librarian

RE: **COLLECTION RECOVERY PROGRAM**
LIBRARY EXPERIENCES WITH UNIQUE/SAMPLE LETTERS

DATE: February 27, 2003

As requested at the February 4, 2003, Commission meeting, I am attaching a packet of follow-up information regarding the proposed Recovery Program, which will retrieve overdue library materials.

1: LIST OF CALIFORNIA LIBRARIES who use Unique Management Services

2: AFFIDAVITS FROM LIBRARIES

LIBRARY	**Experience with Recovery/UMS:**
Berkeley Public Library	• 20 years experience with recovery of materials • Staff unable to absorb workload • UMS: excellent customer service • Never received patron complaint • Some local problems resolved with UMS help
Los Angeles Public Library	• Used UMS since Nov. 2001 • 30% decrease in overdue materials • 50,000 overdue items returned in first year • collected more money than cost of recovery program • UMS understands primary purpose to recover materials, not collect cash • Customized letters • Detailed monthly accounting
Oakland Public Library	• Prompt customer service • Daily transfer of files • Effective in getting patrons to return materials & pay fines • Monthly reports on cash received, value of material, amount waived by staff justify use of service
Peninsula Library System	• Used UMS for three years • Easy to work with
Rancho Cucamonga	• UMS since March, 1997 • Former use of local collection agency not successful • Helpful in setting up program & smooth operation • Responsive to problems & questions • Very good return rate • Collection Fee: raised from $15.00 to $20.00

San Bruno Public Library	• Began using Unique: April, 2002 • Not one complaint • No longer need for staff to call patrons • Before Unique, never got checks in the mail • "Having a 'third party' organization handling the most recalcitrant borrowers takes a lot of stress of staff".
San Jose Public Library	• UM staff is professional…maintaining good will • Library staff are not as effective as UMS • When library staff did collection: staff became overzealous or viewed recovery as onerous task became distrustful of borrowers burned out quickly • Borrowers respond to third party more readily than to library • UMS: never caused ill will with customer • Staff feels comfortable & confident with UMS
Santa Cruz PL	• Used Transworld Systems before UMS • Head of Circulation very pleased • Not had complaints from public
San Joaquin Delta College	• UMS client for over 8 years (two libraries) • Accurate, helpful, effective • Highest (personal) recommendation
Seattle Public Library	• Great success • Used UMS since Sept., 1999 • Response to customer service & cultural differences • Collected over $250,000 (net) • Retrieved more than $1 million worth of materials
Solano County (SNAP System)	• Extremely satisfied • Used UMS for two years • UMS very helpful during set-up • "Lifted a huge burden from the shoulders of our circulation staff" • Return of materials and collection of delinquencies well worth the investment.
Ventura County Public Library	• Began end of 2001 • Previous used another company, which required manual procedures to be done by library staff • Staff wanted "thank you" note when balance is cleared • Staff created "partial payment" form • Good response to program • Received back many more items than previously

3: SAMPLE LETTERS

Unique Management Services

- Initial letter
- Second letter (three weeks later)
- Balance on account letter
- Credit Reporting letter

San Francisco Tax Collector - Delinquent Revenue Section

- Notice of Delinquency
- Final Notice of Delinquency

California Libraries Using Unique Management System for Recovery of Materials

Library	City	State
Altadena Library District	Altadena	CA
Anaheim Public Library	Anaheim	CA
Berkeley Public Library	Berkeley	CA
Black Gold Cooperative Library System	San Luis Obispo	CA
Blanchard Community Library	Santa Paula	CA
Buena Park Library District	Buena Park	CA
Canada College Library	Redwood City	CA
College of San Mateo Library	San Mateo	CA
Corona Public Library	Corona	CA
County of Riverside	Riverside	CA
Daly City Public Library	Daly City	CA
owney City Library	Downey	CA
Fullerton Public Library	Fullerton	CA
Glendale Public Library	Glendale	CA
Hayward Public Library	Hayward	CA
Lompoc Public Library	Lompoc	CA
Long Beach Public Library	Long Beach	CA
Los Angeles Public Library System	Los Angeles	CA
Menlo Park Public Library	Menlo Park	CA
Mission Viejo Library	Mission Viejo	CA
Newport Beach Public Library	Newport Beach	CA
Oakland Public Library	Oakland	CA
Ontario City Library	Ontario	CA
Orange County Public Library	Santa Ana	CA
P.L.S. Video Center	San Mateo	CA
Palos Verdes Library District	Rolling Hills Estates	CA
Pasadena Public Library	Pasadena	CA
Paso Robles Public Library	Paso Robles	CA
Peninsula Library System	Placentia	CA
Rancho Cucamonga Public Library	Rancho Cucamonga	CA
Redondo Beach Public Library	Redondo Beach	CA
Redwood City Public Library	Redwood City	CA
Riverside City-County Public Library	Riverside	CA
Riverside Public Library	Riverside	CA
Sacramento Public Library	Sacramento	CA

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ddleback College Library	Mission Viejo	CA
n Bernardino County Library	San Bernardino	CA
n Bruno Public Library	San Bruno	CA
n Diego County Library	San Diego	CA
n Joaquin Delta College	Stockton	CA
n Jose Public Library	San Jose	CA
n Luis Obispo City-County Library	San Luis Obispo	CA
n Mateo County Library	San Mateo	CA
n Mateo Public Library	San Mateo	CA
nta Barbara Public Library	Santa Barbara	CA
nta Cruz City-County Library System	Santa Cruz	CA
nta Maria Public Library	Santa Maria	CA
yline College Library	San Bruno	CA
lano County Library	Fairfield	CA
noma County Library	Santa Rosa	CA
uth San Francisco Public Library	South San Francisco	CA
anislaus County Free Library	Modesto	CA
ockton-San Joaquin County Public Library	Stockton	CA
ntura County Library	Ventura	CA
rba Linda Public Library	Yorba Linda	CA

Berkeley Public Library
Sun, 16 Feb 2003

The Berkeley Public Library has been using the services of collection agencies for twenty years plus. Most of the collection agencies did not meet our standards as a library, such as providing good customer services when speaking to our patrons regarding their bill. The library continued to search for an agency, until we came across Unique Management Services and Lyle J. Stucki, Principal.

Mr. Stucki set the standard for the Unique Management Collection Agency. He understands the importance of presentation whether in person or over the telephone and the necessity of a good client, business relationship.

For a brief moment we thought the staff could handle this task. But after hearing the presentation, character and commitment of the Unique Management staff we thought we would give them a try.

This is a summary of our findings in working with Unique Management Services, Inc.

1. The Berkeley Public Library staff could have never absorbed the workload that Unique Management provides. The work is to involve, detailed and time consuming.

2. Unique Management has excellent customer services skills. As the manager of the General Services Division of the Berkeley Public Library, I have never received a patron complaint regarding this collection agency. This is amazing! With previous agencies we had constant complaints all the time.

3. The billing is very good and because of the company's good customer services skills owed money is collected and library material is returned.

4. Problems? During the library's transition to replace the Network Administrator, the collection agency procedure was not functioning. Unique Management worked with us until staffing was found and replaced. Millennium Circulation was added. Unique Management's team members flew in and spent time with us, had conference calls until everything was rolling smoothly along once again. They are to be commended.

Yes, Unique Management is a business, but it takes seriously the business of keeping their clients satisfied and has captured the needs and services the public library gives to it's patrons and Unique Management does this quite well.

I recommend Unique Management to the San Francisco Public Library.

Dolores Wright.
Circulation Services Manager

LOS ANGELES PUBLIC LIBRARY
Wed, 12 Feb 2003

I can briefly describe to you LAPL's experience with Unique Management. We have used Unique since November 2001 to recover materials which are at least 45 days overdue and which have a value of $50.00 or more.

One of the principal reasons we utilize Unique is because they possess the necessary interface to our automated circulation system (CARL) to electronically access the data needed to contact the patrons.

Unique's services have been successful, both as an incentive for patrons to return materials prior to them going overdue (we have seen a 30% decrease in overdue materials) and as a means of recovering materials which have been long overdue (in the first year, over 50,000 overdue items were returned to library shelves).

Additionally, the cash revenue generated by the program was more than the amount the library owed Unique Management.

Unique, unlike most other collection agencies, understands that our primary purpose in utilizing them is to recover overdue materials. We want the overdue materials back in circulation so others may make use of them. Most other collection agencies are only interested in recovering cash.

Unique has been very willing to work closely with LAPL in customizing the letters they send to our patrons and has provided us with very detailed monthly accounting of their recovery efforts.

Steve Newcomer
Director, Information Technologies & Collections
Los Angeles Public Library
213-228-7562

LIBRARY AFFIDAVIT:
EXPERIENCE WITH UNIQUE MANAGEMENT/RECOVERY OF LIBRARY MATERIALS:

OAKLAND PUBLIC LIBRARY

Oakland Public Library
Friday, 21 Feb 2003

We have been pleased with UMS. We have always found the customer service to be very prompt in responding to our questions. No question has gone unanswered.

We do receive complaints from patrons who are still being contacted after they have paid off most of their obligation even though they owe only $5. However, this is a setting that we chose to make, so it is not really a problem with UMS.

The service has been effective in getting patrons to return library materials and to pay their fines.

UMS is always on top of the daily transfer of files. If we ever miss a day, they ask us very promptly to verify that we were closed that day.

We also receive a monthly report that allows us to keep track of cash received, the value of material returned, and the amount our staff waived. This has made it very easy to justify the continued use of the service.

I hope that this helps.

Amy Apel
Supervising Librarian, Computer and Technical Services
Oakland Public Library

LIBRARY AFFIDAVIT:
EXPERIENCE WITH UNIQUE MANAGEMENT/RECOVERY OF LIBRARY MATERIALS:

PENINSULA LIBRARY SYSTEM

Peninsula Library System
Date: Mon, 17 Feb 2003

PLS:
Atherton
Belmont
Brisbane
Burlingame
Cañada College
College of San Mateo
Daly City
East Palo Alto
Foster City
Half Moon Bay
Media Center
Menlo Park
Millbrae
Pacifica
Portola Valley
Redwood City
San Bruno
San Carlos
San Mateo
Sanchez
Skyline College
South San Francisco
Woodside

PLS has been using Unique Management Services for the past 3 or so years and have found them quite easy to work with. Materials are returned and patron good will remains high. If there are other questions you would like addressed, just let me know. I'm happy to help.

Gail McPartland
Assistant Director, Services
Peninsula Library System

LIBRARY AFFIDAVIT:
EXPERIENCE WITH UNIQUE MANAGEMENT/RECOVERY OF LIBRARY MATERIALS:

Rancho Cucamonga Public Library

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From: "Schneiderwent, Karen"
     Kschneid@ci.rancho-cucamonga.ca.us

Date: Thu, 13 Feb 2003 15:18:53 -0800
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Rancho Cucamonga Public Library has been contracting with Unique Management Services since March of 1997. Our library circulates approximately 69,000 items per month. We had been using a small local library collection agency for our collections and were not having much success in getting our items returned or collecting fines and charges.

The personnel at Unique collections has been extremely helpful in setting up our program initially and in keeping things running smoothly over the years. The way in which they try to collect by personal phone calls and letters seems to be working very well for us and our return rate is very good. Unique has been very responsive to any problems or questions that arise and have been able to find solutions for most. We recently raised the fee which we charge patrons who are sent to collections from $15.00 to $20.00.

At this time when everyone is having budget problems it is mandatory that we have our items returned or paid for since we may not have the money to replace the items otherwise.

If you have any questions please feel free to call me or my boss Robert Karatsu.

Karen Schneiderwent,
Circulation Supervisor
Rancho Cucamonga Public Library
(909) 477-2720 ext 5003

San Bruno Public Library
Date: Fri, 14 Feb 2003 10:53:49 -0800

I have worked at the San Bruno Library for 29 years. We've tried a lot of different methods of material retrieval over that time and nothing has worked as well as Unique Management.

We began using Unique in April 2000. I have not had ONE complaint from patrons about their methods or the $10 collection fee. The Debt Collect software interfaces with our Dynix circulation system so there is virtually no chance that an account paid will not be properly cleared (this was a consideration with other collection agencies we investigated). There is no longer any need for staff to spend time trying to call patrons to follow up on long overdue materials.

It's difficult to deal with the actual dollars saved because Unique bills for each account they deal with and much of the recovery dollars are the value of the material retrieved. But let me give you a capsule statistic: The charges to San Bruno for the number of accounts activated in 2002 was $1226.15. During 2002, I received in the mail 15 checks or money orders enclosed with the Unique notices totalling $860.32. Before Unique, I NEVER got checks in the mail. I have received checks from out-of-state from patrons who "skipped"--that was unheard of before. More importantly, we get materials back. Often they're just dropped off, so when we discharge the items, we can see that they are Unique accounts. The patrons who do this will not be able to borrow until their fines and the collection fee are cleared, but our materials are back in circulation.

Having a "third party" organization handling the most recalcitrant borrowers takes a lot of stress off of staff. Sometimes being able to say sympathetically, "You'll want to clear this up as soon as possible before it automatically goes to the collection agency" gets results. As a citizen as well as a library worker, I am glad to have the Unique process in place to provide a consistent, "gentle" process for retrieval of what I pay for with my tax dollars.

Maryanne Dornlas
Circulation Services Supervisor
San Bruno Public Library
701 Angus Ave. West
San Bruno, CA 94066
650-616-7079

LIBRARY AFFIDAVIT:
EXPERIENCE WITH UNIQUE MANAGEMENT/RECOVERY OF LIBRARY MATERIALS:
SAN JOSE PUBLIC PUBIC LIBRARY

San Jose Public Library
February 21, 2003

Unique Management does a great job for San Jose Public Library. Here are a few reasons to use Unique Management rather than staff to retrieve outstanding overdues.

1. Unique Management staff are professionals. Their staff is trained to make collection contacts with borrowers. Their goal is to retrieve the materials while maintaining customer goodwill. While library staff can do an acceptable job of collection processes, they are not as effective as the Unique Management staff who is trained in collection methods. Because this is the focus of their business, they can perform collection processes in a much more cost and time efficient manner than library staff

2. When San Jose Public Library staff performed the collection tasks they didn't view the assignment with pleasure or as a growth opportunity. Either it was a.) viewed as an onerous task and as a result one that most staff didn't enjoy or excel in, or b.) staff became overzealous in their pursuit of an individual delinquency. In either case, staff who were assigned to collection tasks became distrustful and began seeing each borrower as a potential delinquent overdue instead of a customer borrowing materials.

3. Staff assigned to the collections task burned out quickly. There isn't a great deal of gratification in the task and staff felt as though they only experienced the negative side of borrower interaction.

4. Library borrowers respond to the a third party much more readily than they do to numerous contacts from the library. SJPL sends a first notice and a bill. If the items are not returned as a result of these two contacts, and the threshold for number of items or cost of items is met, Unique Management sends out a letter saying that the account is about to be referred for collection. They also inform borrowers that further fees can be avoided if the materials are returned immediately. We receive the greatest return response from this letter. There is an immediacy imparted that cannot be duplicated by the library sending numerous notices or making phone contact.

5. The experience with Unique has never caused ill will with a borrower. The borrower may be upset that they have been referred to a collection agency, but never with the treatment they receive from Unique. Staff feels comfortable and confident that referrals to Unique are handled in a positive manner. As a result, they don't feel intimidated by the fact that we do use a third party retrieval service, rather they appreciate that the workload is handled so efficiently and that library materials are being retrieved.

Please let me know if there is any additional information needed. It is the exception to find an outside vendor who understands the needs of library customers and staff. Unique Management is truly an organization who "gets" what we are trying to do in the library and matches their goals to ours.

Jeanne LoFranco
Circulation Manager
San Jose Public Library

LIBRARY AFFIDAVIT:
EXPERIENCE WITH UNIQUE MANAGEMENT/RECOVERY OF LIBRARY MATERIALS:

SANTA CRUZ PUBLIC LIBRARY

Santa Cruz Public Library
From: Susan Elgin <ELGINS@santacruzpl.org>
Date: Thu, 13 Feb 2003 12:25:02 -0800

We are a DRA system. We used Wanda Weldon (Transworld Systems) before Unique Management Systems.

We pay a straight fee to Unique and that covers all the calls, letters, 3 ways of finding bad addresses, and we have them report our non-payers to the credit bureaus. Currently we add a $10.00 surcharge to each of the folks who have overdue accounts. This charge is the last item to come off the record. This way a patron is not cleared to check anything out until the surcharge is paid.

It was work for us in the first place setting up what we wanted to send them...we send folks either with a lost book..or folks that have more than $25.00 in fines.

Our Head of Circulation had a lot of worries and concerns as we went into this. He is very pleased now.
We have not had complaints from the public.

Susan Elgin
Asst. Director
Santa Cruz City-County Library System

San Joaquin Delta College
Date: Tue, 18 Feb 2003 10:57:35 -0800

I've been a client of unique management for over 8 years, at two different libraries, and have always found them to be very accurate, helpful, and, most importantly, effective.

I send my highest recommendation to you.

Steve Schermerhorn
San Joaquin Delta College
Stockton, Ca 95207
(209) 954-5152

Seattle Public Library
From: Jill Jean" Jill.Jean@spl.org
Sent: Thursday, February 5, 2003

We have had great success here in Seattle with the use of the UMS collection system.

We piloted the project back in Sept. 1999, and it has worked out very well.

UMS has been particularly responsive to our needs for caring customer service and sensitive to our patrons who have cultural differences.

Over the course of the program we have collected over $250,000 (net after expenses), but more importantly have gotten back over one million dollars worth of materials… one box of videos was even returned from Thailand.

Our UMS contact here at Seattle Public Library is Megan Taylor, Head of Borrowere Services, who can be reached at (206) 386-4190

Jill Jean
Head: Seattle Central Library

LIBRARY AFFIDAVIT:
EXPERIENCE WITH UNIQUE MANAGEMENT/RECOVERY OF LIBRARY MATERIALS:

Solano County Library/Solano, Napa, & Partners (SNAP)

From: "Lynne Williams" <lwilliam@soar.snap.lib.ca.us>
Date: Thu, 13 Feb 2003 15:06:25 -0800

I understand that San Francisco Public Library is interested in Unique experiences in California.

You can put Solano down as an extremely satisfied customer.

We've been using Unique for about two years now. The implementation of the interface between our CARL circ module and Unique went very well.

The staff at Unique were very helpful in getting our accounts set up.

Having Unique handle our collections accounts has lifted a huge burden from the shoulders of our circulation staff. The return of materials and collection of delinqencies is well worth the investment.

If I can answer any specific questions, don't hesitate to contact me.

Lynne Williams
Administrative Librarian, Automation/Technical Services
Solano County Library/Solano, Napa, & Partners (SNAP)
1150 Kentucky Street
Fairfield, CA 94533
707/421-6560 voice
707/421-7474 fax
lwilliam@snap.lib.ca.us

"Change is inevitable; suffering is optional"

LIBRARY AFFIDAVIT:
EXPERIENCE WITH UNIQUE MANAGEMENT/RECOVERY OF LIBRARY MATERIALS:

VENTURA COUNTY PUBLIC LIBRARY

Ventura County Library:
Wed, 19 Feb 2003

We began our arrangement with Unique Management at the end of 2001.

Our collection agency prior to that was in Orange County, and required a staff member to run Dynix Recall statements and send them manually. (The criteria we used for the former collection agency did not include children and had a higher threshold.)

The three month trial with Unique brought up a couple issues for the staff:

1) Staff wanted a "Thank You" letter to go out when a balanced had been cleared, and

2) a "Partial Payments" form needed to be created between the library and the patron who made arrangements to repay, which would stop the UM letters and phone calls.

We have had good response to the program even though we have added juveniles to collections. Our current threshold is $40.

We have received many more items back than previously.

We have been pleased with the program.

Mark Lager
Library Automation Manager
Ventura County Library
196 S. Fir St.
Ventura, CA 93001

119 East Maple Street
Jeffersonville IN 47130-3541
RETURN SERVICE REQUESTED

UNIQUE National Collections

September 16, 2002

Any Public Library
Attn: Circulation
456 Any Street
Anytown US 12345

283755-001
To the Parents/Guardian of:
Jane Doe
119 East Maple Street.
Jeffersonville IN 47130

Account # 2356984563225
Amount: $ 100.00

Past Due Balance

Detach Upper Portion And Return With Payment

Account #: 2356984563225
Any Public Library

Total Due: $ 100.00

This is an attempt to collect a debt and any information
obtained will be used for that purpose.

Your account has been referred to Unique National Collections by the Any Public Library. Return of past due materials and payment of fines/fees will ensure that your account is cleared with Unique National Collections and the Library. Fines must also be paid even if the materials are returned.

The Library has requested that we provide you a courtesy notice. It is our hope that you will respond so this matter can be resolved. The Any Public Library would like to have you, again, as a patron in good standing.

To clear your account, please return past due materials, if you still have them, to any Any Public Library location and pay your outstanding fines. If you have misplaced the materials, or if you have returned the materials and have not yet paid your fines, please send your check in the amount of $100.00 to Any Public Library, Attn: Circulation, 456 Any Street, Anytown, US 12345. On your check, reference account No. 2356984563225.

If you have any questions, please call (555) 123-4567 during regular business hours.

Charles L. Gary
Collection Manager

Unless you notify this office within 30 days after receiving this notice that you dispute the validity of this debt or any portion thereof, this office will assume this debt is valid. If you notify this office in writing within 30 days from receiving this notice, this office will obtain verification of the debt or obtain a copy of a judgment and mail you a copy of such judgment or verification. If you request this office in writing within 30 days after receiving this notice, this office will provide you with the name and address of the original creditor, if different from the current creditor.

BOUNIQ10001

119 East Maple Street
Jeffersonville IN 47130-3541
RETURN SERVICE REQUESTED

UNIQUE National Collections

September 16, 2002

Any Public Library
Attn: Circulation
456 Any Street
Anytown US 12345

283755-002
To the Parents/Guardian of:
Jane Doe
119 East Maple Street
Jeffersonville IN 47130

Account # 2356984563225
Amount: $ 100.00

Past Due Balance

Detach Upper Portion And Return With Payment

Account #: 2356984563225
Any Public Library

Total Due: $ 100.00

This is an attempt to collect a debt and any information
obtained will be used for that purpose.

We notified you approximately three weeks ago that you had an overdue balance with the Any Public Library. To date, the Library has not yet notified us that you have cleared your account.

Should you ignore this notice, we want to bring certain facts to your attention. We may request permission from the Library to report this debt to national Credit Reporting Agencies. Notice of your non-payment may be made available to credit grantors and others who may seek your credit history. Once reported, this adverse information can stay on your record for up to SEVEN YEARS. Why allow this to happen?

We feel sure you will agree that response is the best solution. If you have additional past due materials, they can be returned to any location of the Any Public Library. If you have misplaced the material, or if you have returned the material and have not yet paid your fines, please send your check or money order in the amount of $100.00. Cash payment cannot be accepted by mail.

If you have any questions, please call (555) 123-4567 during regular business hours.

Charles L. Gary
Collection Manager

Unless you notify this office within 30 days after receiving this notice that you dispute the validity of this debt or any portion thereof, this office will assume this debt is valid. If you notify this office in writing within 30 days from receiving this notice, this office will obtain verification of the debt or obtain a copy of a judgment and mail you a copy of such judgment or verification. If you request this office in writing within 30 days after receiving this notice, this office will provide you with the name and address of the original creditor, if different from the current creditor.

BOUNIQ10902

119 East Maple Street
Jeffersonville IN 47130-3541
RETURN SERVICE REQUESTED

UNIQUE National
Collections

September 16, 2002

Any Public Library
Attn: Circulation
456 Any Street
Anytown US 12345

283755-003
To the Parents/Guardian of:
Jane Doe
119 East Maple Street
Jeffersonville IN 47130

Account # 2356984563225
Amount: $ 100.00

Past Due Balance

Detach Upper Portion And Return With Payment

Account #: 2356984563225
Any Public Library

Total Due: $ 100.00

This is an attempt to collect a debt and any information
obtained will be used for that purpose.

The Any Public Library has notified us that you have responded recently to reduce your past due balance that we recently wrote you about. The Library has asked us to contact you again because there is still a $100.00 past due balance.

The $100.00 owed is still an open collection account that must be resolved to clear your record. If you are unable to pay the entire amount, please contact any location of the Any Public Library. They will be happy to work with you to resolve this debt over time.

If the Any Public Library does not hear from you, they will have no choice but to assume you do not plan to resolve the outstanding debt. I urge you to send your check or money order in the amount of $100.00 to Any Public Library, Attn: Circulation, Anytown, 456 Any Street, US 12345. On your check please reference account no. 2356984563225.

If you have any questions, please call (555) 123-4567 during regular business hours.

Charles L. Gary
Collection Manager

Unless you notify this office within 30 days after receiving this notice that you dispute the validity of this debt or any portion thereof, this office will assume this debt is valid. If you notify this office in writing within 30 days from receiving this notice, this office will obtain verification of the debt or obtain a copy of a judgment and mail you a copy of such judgment or verification. If you request this office in writing within 30 days after receiving this notice, this office will provide you with the name and address of the original creditor, if different from the current creditor.

BOUNIQ10003

119 East Maple Street
Jeffersonville IN 47130-3541
RETURN SERVICE REQUESTED

UNIQUE National Collections

September 16, 2002

Any Public Library
Attn: Circulation
456 Any Street
Anytown US 12345

283755-004
To the Parents/Guardian of:
Jane Doe
119 East Maple Street
Jeffersonville IN 47130

Account # 2356984563225
Amount: $ 100.00

Past Due Balance

Detach Upper Portion And Return With Payment

Account #: 2356984563225
Any Public Library

Total Due: $ 100.00

This is an attempt to collect a debt and any information
obtained will be used for that purpose.

Your account is now in our Credit Reporting Department. Your name may be reported to the nation's largest Credit Reporting Agencies. Notice of non-payment may be made available to credit grantors including car dealers, finance companies, banks, department stores and others who may seek your credit history. Once reported, this adverse information can stay on your record for up to seven years!!! Why allow this to happen?

Return past due materials to any Any Public Library location and pay the outstanding fines/fees. If you have misplaced the materials, or if you have returned the materials and have not yet paid your fines, please mail your check for $100.00 to: Any Public Library, Attn: Circulation, 456 Any Street, Anytown, US 12345.

If you are unable to pay the entire amount, contact Any Public Library at (555) 123-4567.

Charles L. Gary
Collection Manager

Unless you notify this office within 30 days after receiving this notice that you dispute the validity of this debt or any portion thereof, this office will assume this debt is valid. If you notify this office in writing within 30 days from receiving this notice, this office will obtain verification of the debt or obtain a copy of a judgment and mail you a copy of such judgment or verification. If you request this office in writing within 30 days after receiving this notice, this office will provide you with the name and address of the original creditor, if different from the current creditor.

BOUNIQ10004

DELINQUENT REVENUE SECTION
OFFICE OF THE TREASURER & TAX COLLECTOR
CITY AND COUNTY OF SAN FRANCISCO
Street Address: #1 Dr. Carlton B.Goodlett Place, City Hall, Room 110, San Francisco, CA 94102
Mailing Address: P.O. Box 7426, San Francisco, CA 94120-7426

SUSAN LEAL
Treasurer

GEORGE PUTRIS
Tax Administrator

February 14, 2003

MARGARITA'S TEST
1111 SOMEWHERE
LOS ANGELES CA 90032

RE: YOUR CREDITORS
ACCOUNT NO: 68670600128
DATE:11-04-84

AMOUNT DUE: $ 124.67

NOTICE OF DELINQUENCY

Your account has been referred to this office for collection.

To avoid further collection, you should pay this amount immediately or contact this office within ten (10) days to provide a valid reason for non-payment, or to exercise any appeal right. If this office does not receive payment or a response within ten (10) days, from the post-marked the claim is assumed valid, and we shall proceed with enforced collection as authorized pursuant to the San Francisco Administrative Code, Section 10.39. Additional collection fees will continue to accrue accordingly.

To insure that you receive proper credit, please include the bottom part of this letter with your check or money order.

Questions concerning this claim should be directed to this office between the hours of 8:00 A.M. to 5:00 P.M., Monday through Friday.

Respectfully yours,

- -

Cecilia Wood
Bureau of Delinquent Revenue
(415) 554-4418

27

MARGARITA'S TEST
1111 SOMEWHERE
LOS ANGELES CA 90032

27

0001000000271001461340000000011460

DELINQUENT REVENUE SECTION
OFFICE OF THE TREASURER & TAX COLLECTOR
CITY AND COUNTY OF SAN FRANCISCO
Street Address: #1 Dr. Carlton B.Goodlett Place, City Hall, Room 110, San Francisco, CA 94102
Mailing Address: P.O. Box 7426, San Francisco, CA 94120-7426

SUSAN LEAL
Treasurer

GEORGE PUTRIS
Tax Administrator

February 14, 2003

MARGARITA'S TEST
1111 SOMEWHERE
LOS ANGELES CA 90032

27

RE: YOUR CREDITORS
ACCOUNT NO: 68670600128
DATE: 11-04-84
AMOUNT DUE: $ 124.67

FINAL NOTICE OF DELINQUENCY

You were given ample opportunity to clear your account. Since you did not respond to our initial notice, your debt is assumed valid, and appeal rights waived. We will further assume that you are evading payment of the the balance due. Therefore, we are informing you that this office will either initiate legal action or refer your account to a licensed collection agency to protect the interest of the City and County of San Francisco. This action may affect your credit. Additional collection fees will continue to accrue accordingly.

Enforcement of judgment remedies include, but not limited to, wage garnishment, levy of bank accounts and personal property, recordation of abstract of judgment in any county where you may own property, and offset of your state income tax refund. This judgment lien will be a public record and may be inspected by credit agencies, and other interested parties. This judgement will accrue interest and costs.

To avoid additional expense due to continued collection, litigation or direct contact by a licensed collection agency, please send your remittance today. Please include the bottom part of this letter with your remittance for proper credit.

Questions concerning this claim should be directed to this office between the hours of 8:00 A.M. TO 5:00 P.M., Monday through Friday.

Remit payment to: Delinquent Revenue Section, P.O. Box 7426, San Francisco CA 94120-7426.

Respectfully yours,

- -

Cecilia Wood
Bureau of Delinquent Revenue
(415) 554-4418

MARGARITA'S TEST
1111 SOMEWHERE
LOS ANGELES CA 90032

27

000100000027100146134000000011460

Wall of Library Heroes

The San Francisco Public Library wishes to create a *Wall of Library Heroes* to honor its history and the citizens who believed in the importance of a great public library system to the intellectual, cultural, political, educational and economic development of this City *and did something about it.*

The Wall

The Larkin Street entrance to the New Main Library, just inside the first set of doors and before the second set, on the long curved wall, will serve as the new ***Wall of Library Heroes***.

Starting at the left side under the first up-light, there will be a series of plaques, which, over the decades, could wrap around the room. Each could be a 3 foot by three foot square, matching the size of the existing squares of Sierra white granite currently on the walls. Simon Martin-Vegue Winkelstein and Moris, architects involved in the building of the New Main, are developing a coherent design proposal for the plaques, including type, layout, style and materials. They will present their proposals to the Library Commission for approval. The Friends & Foundation have generously agreed to underwrite the project costs.

Library Heroes & History

The first plaque is for the dedication of the New Main library to those heroes who made this building possible. Over the decades, a handful of civic leaders waged a tireless campaign for bigger budgets, more books, new facilities, a new Main library, professional staff, expanded and diverse programs. They organized politically, raised money and fought tirelessly against the odds year after year. It is intended to be an ode to those who dreamed big and worked tirelessly to create something tangible for future generations. It also gives thanks to the people of San Francisco for their faith and support.

This is not a naming of the building but a dedication, honoring those who made it happen. Many believe that it would not be appropriate to name the Main Library after any individual or organization. But it is appropriate and important to dedicate the building to those who made it happen so history is recognized and future generations can understand the linkage between quality of life and civic leadership.

The second and subsequent plaques will tell the library's history, generally through very short stories, based on key dates. The initial set starts with the creation of the library system in the late1870s and ends in early 2003 with the creation of this Wall of Library Heroes. The content leans heavily on the excellent library history written by Peter Booth Wiley in his *A Free Library in this City*. Since the Dedication Plaque focuses on the last 50 years, these initial history plaques will also take the same emphasis.

The library will maintain this history of the library as part of an online database that will make it available more widely and allow for use with talking text and related applications for the visually impaired. Over the decades, future Commissioners may add additional plaques with milestones as the library system grows, serves the city and its people and new generations of heroes emerge.

Keepers of the Dream

Our free public library is a cultural institution unlike any other.

Inside is the history of the world, our greatest literature, ideas to strengthen our democracy, insights into science and business. It is a house of books and an electronic discovery center. You can travel to the stars or inside an atom, sail on a pirate ship or take any journey of the imagination. It is a magical place for children, a workroom for writers, a treasure chest for scholars. It is an educational and cultural resource. It reflects and respects our social diversity. It is a champion of intellectual freedom. It is this and more.

Yet the library is fragile, depending on elected officials who care, the good will of voters, the talent of its staff and citizens who understand its purpose and champion its cause.

The San Francisco Public Library struggled from the beginning, its history a mixture of inspired leadership and long periods of civic disinterest.

In the late 1950s, after years of decline, the
San Francisco Public Library found its modern day angels.

Imbued with civic spirit, a group of citizens demanded change. A great city, they argued, needed a great public library system. They dreamed big and worked tirelessly to create something tangible and important for future generations.

Their struggle lasted 40 years.

Charming or feisty, depending on the situation, often audacious, sometimes controversial, they made all the difference.

Many shared the dream and worked to achieve it. We honor them and thank the people of San Francisco for their faith and

support. A few of the names and some of the history are inscribed on this Wall of Library Heroes.

We also offer special recognition to three for extraordinary leadership, vision, and tenacity, inspiring others to join the cause. This trio led the effort through the decades, never losing hope, never accepting defeat, never forgetting the dream:

Marjorie G. Stern
Mary Louise Stong
Margaret 'Mig' Mayer

This building is hereby dedicated to their civic spirit, their selfless leadership, their devotion to the ideals of a public library, and to the passion that made them keepers of the dream.

We are grateful.

Willie L. Brown, Jr.
Mayor

San Francisco Public Library Commission
Charles A. Higueras
President
Carol Steiman
Vice President
Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

April 4, 2003

DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
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SAN FRANCISCO
PUBLIC LIBRARY

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, March 4, 2003

The San Francisco Public Library Commission held its regular meeting on Tuesday, March 4, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:04PM.

The following members were noted present: Commissioners Coulter, Higueras, Streets and Strobin. Commissioners Bautista, Chin, and Steiman were excused attendance.

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

AGENDA ITEM #1 APPROVAL OF THE FEBRUARY 4, 2003 MINUTES

Public comment on AGENDA ITEM #1 APPROVAL OF THE FEBRUARY 4, 2003 MINUTES

Anonymous member of the public found these Minutes eviscerated of meaning citing a page 7 public comment that this person felt contradicted their expression of regret concerning the staff explanation of reasons for eliminating the Easter closure of the Library and a page 11 discussion of the rationale for the Collection Recovery Program lacking any valid comparisons. Mr. Peter Warfield commented that the Minutes would be improved by a more detailed discussion of the Page issue, noting that he would prefer his page 3 comment on to emphasize that Pages were "vitally " important. Regarding the discussion of the Collection Recovery Program, Mr. Warfield criticized the use of Unique Management and questioned whether or not there would be impact on users' credit rating. Mr. Warfield additionally noted concerns about user privacy resulting from the Library's use of time-out software.

Commission discussion of AGENDA ITEM #1 APPROVAL OF THE FEBRUARY 4, 2003 MINUTES

President Higueras suggested that the anonymous member of the public's comments concerning the revision of the Holiday Closure Policy be amended to reflect their intent more clearly.

MOTION: by Commissioner Streets, seconded by Commissioner Coulter for approval of the Minutes of February 4, 2003 as amended.

ACTION: AYE 4-0 (Coulter, Higueras, Streets, and Strobin)

President Higueras announced a reordering of the meeting agenda moving Agenda Item #2 to 7th, Item #3 to 6th, Item #4 to 2nd, Item #5 to 3rd, Item #6 to 4th, and Item #7 to 5th, and the remaining items in their posted order.

AGENDA ITEM #4 LIBRARY 2003/04 BUDGET REPORT (Taken up 2nd)

Library Finance Director George Nichols provided the Commissioners with a detailed overview (copy attached of the Library's proposed 2003/04 Budget. Mr. Nichols reported that the Budget was balanced as adopted and called the Commissioners' attention to a correction to line item #57 in the contingency plan as being a Library technician I rather than a Library Technician II. Mr. Nichols then discussed the underlying fiscal crisis that resulted in new Budget Instructions from the Mayor requiring preparation and adoption of an additional 5% contingency reduction plan by all City departments and outlined the proposed additional 5% contingency reduction plan proposed by staff. The Library's Finance Director noted that these plans did not eliminate services or programs but did reduce positions and discussed what these would be. The Finance Director concluded his presentation noting that these contingency plans would only go into effect in the worst case scenario

Public comment on AGENDA ITEM #4 LIBRARY 2003/04 BUDGET REPORT

An anonymous member of the public pointed out that other City Departments faced the reality of actually making budget cuts and wondered how the interplay of revenues deriving from property taxes and General Fund sources could impact the Library in specific ways. This person suggested such a breakout report would be instructive and useful. Mr. Peter Warfield expressed disappointment that reductions in the book budget remained in the contingency plans but was glad they were not at the top of the list. Mr. Warfield additionally expressed disappointment that books and more open hours were not given greater priority in budget plans and questioned if the elimination of the Chief of IRMO position might not impact acquisition of materials. Ms. Deetje Boler noted a broader perspective on the Budget issues noting that the diversion of tax dollars to war resulted in budget cuts. She additionally called attention to her efforts in knitting a "Women's Peace Vigil" scarf of protest against war and expressed concern that the budget problems would impact the retention of older books in the collection and limit ability to replace older books.

Commission discussion of AGENDA ITEM #4 LIBRARY 2003/04 BUDGET REPORT

In response to a query by Commissioner Coulter, Mr. Nichols outlined steps taken by staff to minimize the likelihood of any reduction in the book budget. The City Librarian reported that staff had carefully considered the proposed reductions and that book budget reductions were far down on the list of things to be cut. Ms. Hildreth clarified that the proposed cut of the Chief of IRMO position resulted from its soon becoming vacant with the retirement of the current Chief, Roberto Esteves. Mr. Nichols noted that, while hopefully never implemented, this process was not just an empty exercise but provided library staff with an opportunity to understand and evaluate how to minimize public service and operational impacts, and preserve the book budget in difficult budget environment. The Finance Director noted that the proposal struck a reasoned balance and that any proposed book budget cuts were far down on the list. Commissioner Coulter emphasized his concerns with the Library's vulnerability to criticism about reductions in book budgets and expressed concern with the impact of reductions in personnel. The City Librarian noted that any reduction in the book budget was 46th on a 73 item proposed reduction list. Commissioner Coulter suggested making it last as a statement of values. In answer to a question by President Higueras, Mr. Nichols suggested that the full impact of the ongoing budget crisis might not be fully clear until September. The City Librarian reported that, when the amount of the overall City Budget shortfall becomes known, then the Library could be asked to implement the already prioritized reductions to meet an identified number. She reiterated that it was unknown when or if any of these reductions might have to be made but that a clearer picture should emerge by May. In response to a question by Commissioner Streets, the City Librarian indicated that some of the positions on the contingency reduction list were filled and some were not. Commissioner Coulter expressed regret that the Library would be losing the talents of Mr. Esteves, who had contributed so significantly during his decades of outstanding service, upon his retirement. Ms. Hildreth informed President Higueras that Mr. Esteves would retire on June 30th.

MOTION: by Commissioner Coulter, seconded by Commissioner Streets for approval of the additional 5% contingency reduction plan for the 2003/04 Library Budget as proposed.

ACTION: AYE 4-0 (Coulter, Higueras, Streets, and Strobin)

AGENDA ITEM #5 2003/04 BUDGET (taken up 3rd)

Mr. George Nichols presented the Commissioners a report (copy attached) outlining proposed augmentations to the Library's 2003/04 Budget that he identified as being much more likely to occur than the contingency reduction plan that the Commissioners had previously approved. The Library's Finance Director discussed favorable recent revenue reports prepared by the Office of the Controller that indicated that any shortfalls in City General Fund based Prop. E (Library Preservation Fund) monies were being offset by increases in revenues deriving from property taxes. Mr. Nichols called attention to a net revenue gain of $168,000 over previous estimates combined with reductions in anticipated substitution and step adjustment costs had resulted in a $1.393 million increase over the baseline budget. Mr. Nichols additionally noted that given the economic climate salary increases were unlikely in the next year and that these facts taken together encouraged staff to recommend that the Commission approve budget change augmentations to the proposed budget. The Library Finance Director's recommended argumentations were: 1st making the already benefited Library Pages permanent: 2nd, adding $26, 000 to the Book Budget for a total $5.688 Book Budget; 3rd, a short list of BCP (budget change proposals) described in attachment C; 4th, shifting identified costs from the Library's Budget Reserve to the operating budget in order to increase the funds in the reserve to $2.3 million against future needs. Mr. Nichols called attention to funds included in the proposed changes to fund start up of the Collection Recovery Program and reiterated the details of his four proposed budget augmentations.

Public comment on AGENDA ITEM #5 2003/04 BUDGET (taken up 3rd)

An anonymous member of the public noted that funds for video monitors for use by the Commissioners were included in the budget and pointed out that the book budget paid for a

The number of members of the public who spoke anonymously at this meeting. 1

wide variety of materials rather than just for books. This individual additionally noted that that the cost of books increased each year, wondered as to how the book budget was broken down, and urged that expenditures be prioritized to reflect what needs to be done in a very complex budget. Mr. Ed Regan found the report well done but requested a clarification of the amounts of spending on books requesting total dollar figures for fiction, non-fiction, and encyclopedias. Mr. Peter Warfield thanked Commissioner Coulter for his comment on books, but found the proposed book budget puny in the overall Library Budget. Mr. Warfield suggested that other items included were not a priority. Mr. Warfield additionally decried the choice of Unique Management and the Collection Recovery Program as a mistake. Ms. Sue Cauthen, member of the Council for Neighborhood Libraries, also commended Commission Coulter's comments on books, noted that the public wanted more books, that technology was also important, and urged that expenditures be 2/3 on books and 1/3 on other materials. Ms. Deetje Boler concurred with previous speakers concerning more expenditures for books and called attention to a number of technology related items such as additional self-check out machines, security systems, media display support and a digital camera that she felt were not as high a priority. Ms. Boler noted that in some cases these items replace services provided by staff and opposed any substitution of automation for services by library employees.

Commissioner discussion of AGENDA ITEM #5 2003/04 BUDGET (taken up 3rd)

In response to questions by Commissioner Coulter, Ms. Hildreth discussed ongoing efforts to work with the City's Department of Human Resources (DHR) to expedite shifting the benefited Pages to permanent status. The City Librarian noted that the Union was still seeking additional changes that would grant all of the Pages permanent status. The City Librarian next discussed the public service benefits provided by the ever improving self-check out machines and pointed out that many library users preferred to check out their own materials. Additionally, she noted that the machines facilitated increased circulation with additional staff. Roberto Esteves, Chief of IRMO then briefly outlined proposed improvements in Staff net that would improve its usability and reduce library staff's need to replace outdated paper materials. In answer to a question by Commissioner Streets, Mr. Nichols outlined the benefits of shifting some expenditures from the Library's Budget Reserve to the Operating Budget.

MOTION: by Commissioner Strobin, seconded by Commissioner Coulter for approval of the budget change augmentations for the 2003/04 Library Budget as proposed.

ACTION: AYE 4-0 (Coulter, Higueras, Streets, and Strobin)

AGENDA ITEM #6 COLLECTION RECOVERY PROGRAM (taken up 4th)

City Librarian Susan Hildreth presented a detailed report on the proposed Collection Recovery Program (copy attached) including copies of letters of reference from other libraries that had used Unique Management to improve their materials recovery efforts as requested by Commissioners. It was noted there were no negative reports from any

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

library that had used this collection recovery program and that significantly improved levels of materials return were reported by all users. Ms. Hildreth called the Commission's attention to the approximately $600,000 in materials lost by the Library each year and recommended that the Commission act to recommend that the Board of Supervisors approve the Library charging a $10 fee to fund the cost of the collection recovery program. She then introduced Roberto Esteves, Chief of IRMO, who discussed the critical importance of getting materials returned and keeping the library's books and materials in circulation. Mr. Esteves highlighted the positive experience of other libraries in using the Unique Management collection recovery program and clarified that the library did not collect social security numbers, the principlal means used to report delinquency to a credit reporting agency.

Public comment on AGENDA ITEM #6 COLLECTION RECOVERY PROGRAM (taken up 4th)

An anonymous member of the public disagreed with Mr. Esteves comments and suggested that while this person may have sympathy for the need to get materials returned this proposal would disportionately impact the poorest of the Library's users for what this person saw as very little benefit. Mr. Ed Regan expressed mixed emotions concerning this proposal noting that it was important to get materials back and inquired regarding the losses of books by category of fiction and non-fiction. Mr. Regan asked if these lost items were being checked out or just being taken. Mr. Regan also inquired if the age of the persons taking materials and not returning them was known. Mr. Peter Warfield expressed concern at the loss of books but was disappointed that other alternatives were not being considered. Mr. Warfield found this proposal to be a bad idea and suggested that some library practices could encourage loss of materials. Ms. Deetje Boler echoed the concern about the loss of books but reminded the Commissioners that the Board of Supervisors had previously rejected use of a consumer model for the library. Ms. Boler expressed the hope that shame at keeping overdue materials would encourage their return and recommended other ways be considered to solve the problem. Ms. Boler also requested information on materials checked out and not returned and those taken.

Commission discussion of AGENDA ITEM #6 COLLECTION RECOVERY PROGRAM (taken up 4th)

In response to a query by President Higueras, the City Librarian noted that children were not charged fines and that if materials were not returned their parents were contacted. In answer to questions by Commissioner Coulter, Mr. Esteves recounted some of the many positive experiences other libraries had since implementing collection recovery programs using this model. Ms. Hildreth concurred that the recovery of materials rather than generating money was the primary purpose of creating such a program and noted that the Tax Collector was legally empowered to go after those not returning materials if the Library did not institute a program to do so. In response to additional questions by Commissioner Coulter concerned at the magnitude of an annual $600,000 in materials lost to the collection, the City Librarian discussed tracking materials checked out and not returned or just missing from collections, noting that there was a combination of non-return and theft occurring. She also noted that

losses from branch collections varied. Deputy City Librarian Paul Underwood pointed out that only 13 of 26 branches had theft detection systems. Commission Streets expressed support for the program and wondered what could be done to convince the Supervisors of its necessity; suggesting that the Tax Collector's assistance be sought to gain the program's approval. Ms. Hildreth noted that all City Departments were being exhorted to take every possible step to preserve City assets in view of the ongoing budget problems.

MOTION: by Commissioner Streets, seconded Commissioner Strobin to recommend to the Board of Supervisors approval of a $10 fee to fund a collection recovery program.

ACTION: AYE 4-0 (Coulter, Higueras, Streets, and Strobin)

President Higueras called a brief recess at 5:59PM
The Commission returned to session at 6:08PM.

AGENDA ITEM #5 MAIN LIBRARY PLAQUES (taken up 5th)

Commissioner Coulter presented a brief report (copy attached) outlining the background of his proposal for a "Wall of Library Heroes" at the Larkin Street entry to the Main Library to honor citizen activists' dedication, civic spirit, and hard work that had sustained and supported San Francisco's public libraries during the past 50 years, calling particular attention to the work of the 3 M's, Marjorie Stern, Mary Louise Stong, and Margaret "Mig" Mayer. Commissioner Coulter suggested that Carlotta del Portillo's appellation "Keepers of the Dream" entitle a dedicatory Plaque accompanied by a series of plaques to be funded by the Friends & Foundation outlining the Library's colorful history from its early days to the present and leaving space for additional plaques to record future history. Commissioner Coulter then introduced Alice Beneicke of SMWM, the Main Library's Associate Architects, who presented several options for proposed designs for the plaques.

Public comment on AGENDA ITEM #5 MAIN LIBRARY PLAQUES (taken up 5th)

An anonymous member of the public commented that it was appropriate to honor citizen activists who did not give up and noted in the aftermath of the Civil War aging veterans of that struggle, as they diminished in number, came together to honor their shared past. This person also recounted a recent encounter with former Library Commissioner Ed Callanan and cited author Margaret Mitchell's observation, "Nothing is really gone with the wind, everything really comes back". Mr. Ed Regan found the proposal a good idea. Mr. Peter Warfield found the proposal a good idea in principle, liked the wording of the plague, but expressed concern that the design might interfere with what he understood to be other plans for the entry area.

Commission action on AGENDA ITEM #5 MAIN LIBRARY PLAQUES (taken up 5th)

Commissioner Coulter observed that if approved the dedicatory plague would be in place in time to honor the 3 M's at the Annual Library Laureates Dinner in April.

MOTION: by Commissioner Coulter, 2nd by Commissioner Strobin to approve the proposal to create a "Wall of Heroes" of commemorative plaques to be located in the Larkin Street entrance of the Main Library and approve the placement and design of a dedicatory plaque honoring those who made significant contributions in the decades long effort to build the new Main Library.

ACTION: AYE 4-0 (Coulter, Higueras, Streets, and Strobin)

AGENDA ITEM #3 STRATEGIC PLAN UPDATE (taken up 6th)

City Librarian Susan Hildreth presented an overview and update of Library strategic planning activity (copy attached) and detailed the next steps in this process. Ms. Hildreth then introduced Library Consultant Gail McPartland, who discussed how the PLA (Public Library Association) revised "Planning for Results" model had been adapted and applied to finding strategic planning excellence for the Library. Ms. McPartland noted that the model of excellence would be determined by the people of San Francisco and discussed the ways it could be achieved. The Library's consultant then reported on a February 19th planning meeting and discussed subsequent evaluation by staff and community focus groups to identify strengths and weakness in addressing community needs and find ways to express the shared visions that had been identified. The next planning meeting was reported scheduled for April 23 with library staff to prepare goals and agendas to meet the identified needs.

Public comment on AGENDA ITEM #3 STRATEGIC PLAN UPDATE (taken up 6th)

An anonymous member of the public remarked that the comments concerning excellence said nothing about really helping people, noting that previous Library strategic plans had been amorphous. This person suggested that any plan should be designed to benefit people, emphasize connections to community and its heritage, and evolve into measurable means of accomplishment. Ms. Marsha Popper, Council for Neighborhood Libraries, and participant in the Strategic Planning Community group, cited the dedication of those working on the plan and recommended that 13 specific services including among them cataloging acquisitions, preserving and making available materials should also be considered as the planning develops. Mr. Peter Warfield decried the absence of mention of books in the strategic planning discussions. Mr. Warfield questioned how this planning effort related to previous strategic planning and asked where those with general issues concerning the Library would have opportunity to express their concerns.

Commission discussion of AGENDA ITEM #3 STRATEGIC PLAN UPDATE (taken up 6th)

In response to questions by President Higueras, Ms. Hildreth outlined the next steps in the strategic planning process with the draft plan ready in June or July '03. The City Librarian proposed to report back to the Commission following the next planning meeting and emphasized that books were implicit in all of the discussions of materials in the services planning. Commissioner Coulter saw merit in Ms. Popper's points and suggested a more robust discussion of books. Commissioner Coulter citing the 1989 Strategic plan suggested both broad and specific goals noting that that Plan had called for efforts to see that every school child in San Francisco had a library card for example. The City Librarian pointed out that the planning efforts were focused on finding ways for staff to focus investment in serving the print and non-print needs of the public.

President Higueras announced that due to the imminent loss of its quorum at 7PM the Commission would table the remaining agenda items and go immediately to Public Comment.

AGENDA ITEM #11 PUBLIC COMMENT (taken up 7th)

An anonymous member of the public citing a comment by Commissioner Bautista concerning the Fuhrman Fund suggested that the lesson this person had learned from a decade of controversy was that the public was not entitled to an accounting. The person questioned why so many forces of capital/money, bureaucracy, and institutional defensiveness had to be overcome to achieve accountability for the Fuhrman Trust. Mr. Ed Regan recommended that libraries be open from 6AM until Midnight, seven days per week, every day of the year. Mr. Regan additionally suggested that comfortable chairs as well as tables to be used to read while standing be provided at the Main Library and in the branches. Mr. Peter Warfield thanked the commissioner and the City Librarian for their remarks concerning books and asked why the quorum was being lost at 7PM. Mr. Warfield again expressed concerns that people's credit would be damaged by the Library's use of a collection recovery program, and citing sample letters from Unique included in the agenda material questioned if individual's credit would be damaged.

Commission response to AGENDA ITEM #11 PUBLIC COMMENT (taken up 7th)

City Librarian Susan Hildreth noted that it was possible that some individuals with delinquent accounts could have information about that delinquency reported to a credit agency.

AGENDA ITEM #15 ADJOURNMENT

MOTION: by Commissioner Streets, seconded by Commissioner Strobin that the meeting be adjourned.

ACTION: AYE 4-0 (Coulter, Higueras, Streets, and Strobin)

The meeting was adjourned at 7:01PM

Michael Housh, Commission Secretary 3/18/03

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

Library Commission meeting of February 4, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Send SCARVE/S to arrive by March 7, 2003 to:

Women's Peace Vigil
733 15th Street NW
Suite 507
Washington, DC 20005

Knit For Peace

The Women's Peace Vigil held in front of the White House since November 17, 2002 will culminate on March 8, 2003 International Women's Day, in a massive Peace March. On that day we will surround the White House and encircle it with a long PINK scarf, created from pieces made by women throughout the nation.

Please get involved! Here is what you can do:

- Form a group to knit or crochet a section of this scarf or knit your own to be joined with others in Washington D.C. Men are welcome to participate! Scarves should be pink, at least 12 inches wide and as long as possible. This is a work in progress so feel free to exercise your creativity. A group should join individual pieces of work together before bringing or sending their completed work to Washington DC. Individuals will be assisted in finding a local group to join or may send their work to the Code Pink Washington DC office before March 8.

- Come to the DC Women's Peace March on International Women's Day, March 8, 2003. Bring your scarf and be a part of this circle making an urgent call to stop a war on Iraq.

For information on Knit For Peace, contact Cissy Sims: cisims@yahoo.com

For more information on the Women's Peace Vigil at the White House, contact: women@unitedforpeace.org, visit www.codepink4peace.org or call the DC office at: 202-393-5016

www.globalexchange.org

San Francisco Public Library
Strategic Planning

Community Planning Committee
February 19, 2003

Present: Luis Calderon, Hon. Steve Coulter, Alan D'Souza, Bill Hollabaugh, Jane Hudson, Elizabeth Juarez, John Kenny, Doug King, Judith Lujan, Marcia Popper, Hon. Carol Steiman, Joan Walton, Blaine Waterman, Jensa Woo, Norman Yee, Monique Zmuda

SFPL Observers: Susan Hildreth, Paul Underwood, Toni Bernardi, Marcia Schneider, Roberto Estevez, Mary Hudson

Facilitator: Gail McPartland

Planning for Results

Members received background information on the *New Planning for Results* model of strategic planning as endorsed by the national Public Library Association. The model, based on a book written by Sandra Nelson, is based on the principle that all public libraries can attain excellence in three areas:

1. Excellence must be defined locally. It results when library services match user needs, interests, and priorities.
2. Excellence is possible for both small and large libraries. It rests more on commitment than on unlimited resources.
3. Excellence is a moving target Even when achieved, excellence must be continually maintained.

In choosing this model, San Francisco Public Library is NOT creating a 'cookie cutter' vision of a public library, i.e. a library based on needs and desires of other communities. Rather, the library is defining a local measure of excellence which will be tailored to the San Francisco community.

Visioning Statements

Member where asked to describe the ideal San Francisco community of the next ten years. These visions of the community in the coming years will be the foundation of the strategic plan as services and priorities will be crafted to help create the vision.

Group A

Children and families

- "Support Systems" exist for child care and child activities
- Leads to functional, healthy family, implies healthy citizens

- Well-adjusted, educated next generation

Homeless

- Services exist and reach those who need it, e.g. mental health issues, drug/substance abuse, and education/training
- All benefit from better citizens, cleaner and safer streets, more aesthetic

All

- Community supports arts-cultural diversity
- Supports nature of San Francisco, e.g. culinary Mecca, beautiful city, creative, progressive and economic benefit (tourism)

Elderly/Disabled

- Will receive home and community-based services
- Remain independent, keep dignity, e.g. access to Web a great way to stay connected
- Better, active citizens

Cyclists/Pedestrians/Greens

- More paths, more public alternative transportation, clean energy
- All benefit from beautiful city, healthy people

Group B

All – Housing is safe, appropriate and affordable. Reduce homelessness and retain a diverse (socio-economic) population

All – Health care (including mental health) quality, affordable, and accessible. Better quality of life and more productive citizens

All – Transit/parking is better, quieter, non-polluting; adequate neighborhood parking. Less stress, traffic, pollution, more enjoyment of city, better access to businesses.

Children/Parents – Childcare with quality, affordable. Less stress, safety for children, improved school readiness.

All – Cultural institutions, fully funded, available to all. More opportunities, outreach, enjoyment

Group C

All San Franciscans would have a home or place to live

People with disabilities would have access to all facilities

All residents will have a clean and safe environment

People of all occupations would afford to live in San Francisco

Children in all neighborhoods will have safe education and recreational services

Seniors would have access to healthcare and recreational services to keep them independent, safe and healthy

Diversity will be maintained, appreciated and enhanced

All Groups

Maintain community and neighborhood support for small businesses so neighbors may continue to meet and connect

Religious allows for diversity, tolerance and acceptance

Teens and young adults allow for diversity, tolerance and acceptance

Sports and entertainment allows for local clubs, bands and other forms of entertainment so artists are supported and have a place to perform and young people have a place to go. This also includes theater, bands, musicians, and artists

Business is strengthened and grows to support a strong economy and to support quality of life

Non-profits and businesses have a relationship that supports community services and enhances a quality of life

Less hostile political environment that is friendly to business and encourages business to stay in town

Business contributes to community needs and sees itself as a part of the community

Immigrant/non-English speaking peoples are brought into mainstream leads to an integrated and open city

SWOT Analysis

Members were asked to perform a SWOT analysis on the community as it currently exists in relation to the vision created in the previous exercise. The SWOT analysis is the first exercise in determining areas of the community that might need to be addressed for the vision to become reality.

Strengths

- Diversity
- Talent/ability

- Brain trust
- Neighborhoods
- Transportation
- Natural Resources
- Awareness of Issues
- Clean air
- Mild climate
- Parks and recreational facilities
- Highly educated
- High level of services are available

Weaknesses

- Cost of living
- Income disparity
- Space
- Earthquakes
- Congestion
- Parking
- Bureaucracy
- Politics and turf wars
- Lack of political will to address issues
- Pedestrian danger and safety
- NIMBY-ism
- Diverse views
- High cost of health care

Opportunities

- Form creative alliances, e.g. private/public, business/non-profits
- Economic slowdown may bring economic efficiency
- More vacancies may attract new businesses, arts, and families
- New infrastructure post-earthquake
- City cuts, Care Not Cash and other programs may bring new coordination, delivery of services
- Willing to compromise
- Regional solutions
- Tap the brain trust

Threats

- Earthquakes and other natural disasters
- War
- Terrorism
- Economic slowdown and lower funding
- Aging population
- Political infighting

- Prejudice
- Rich v. poor
- federal cut-backs
- Fanaticism and intolerance
- Civil rights

Needs

Members were asked to identify community needs that are keeping the vision from being realized. These are current needs in the community.

- Funding, money
- Political will
- Cooperation
- Coordination of services
- Business climate to create more jobs
- Regional planning
- Tax base design that supports services
- Tap brain trust of talented people
- Neighborhood involvement and ownership of community issues

Community Needs the Library Could Address

Members were asked to identify community needs the library could address based on the previous needs identified. This is the first discussion of library services, programs, and place in the community in the strategic planning discussion.

- Library is a meeting place, community rooms, safe place for neighborhoods
- Information and education to meet needs
- Libraries focus on local information – information not necessarily available on the Internet
- Library a place for self-improvement, e.g. reading, research, etc.
- Regional library systems could assist in regional planning
- Regional libraries could share resources
- Library programs and exhibits could educate people on political matters
- Library has community meeting places (emphasizing the branches) include topics, art, film, exhibits
- Library is a neutral environment to explore all sides of issues
- Library is one institution that includes, not excludes
- Library is a place for reflection and celebration of cultures and ages
- Library addresses literacy (cultural and basic)
- Library has educated staff to education the public

- Library provides "quality control" of information
- Library is free/accessible to anyone

Library Service Responses

Members heard brief descriptions of thirteen library service responses. These service responses are broad categories for beginning to define library services. Based on the previous discussion of community needs the library could address, members were asked to select up to three service responses they felt might fulfill the community needs (numbers indicate the votes from the committee for each response). Important note, the preliminary service responses chosen here are NOT indicative of present or future library programs or services. They are merely the starting point of discussion for assessing existing or potential library programs and services to adequately meeting the community vision.

Basic Literacy – 0
Business/Career Information – 0
*Commons – 9
Community referral – 3
Consumer information – 3
Cultural awareness – 2
Current topics and titles – 1
Formal learning support – 1
*General Information – 9
*Government Information – 8
*Information Literacy – 6
*Lifelong learning – 8
Local history and genealogy - 1

*Will be forwarded to Library Commission and Library Staff for response in the next phase of planning

Next Steps

Notes from the Community Planning Meeting and the discussion of library service responses will be forwarded to library staff for evaluation. The outcome of that process will be presented at the next Community Planning Meeting on Wednesday, April 23, 2003, 4-7pm in the Library's Latino Hispanic Room A and B.

Members were also reminded of the time and date of the third Community Planning Meeting which will be Wednesday, June 18, 4-6pm.

Committee plusses/minuses of the meeting

Plusses

- Small groups
- Moved along
- Engaged groups
- Susan's presentation
- Well-organized
- Represented groups
- Facilitation

Minuses

- Too long to reach library issues
- SWOT was too fast
- Hard to transfer needs to service responses
- Only 3 choices for the service responses

San Francisco Public Library (SFPL)
Library Data
(Revised February 24, 2003)

Library Data	FY 1997-98	FY 2001-02	2005
Library Users			
Total Number of people registered	538.462	447.332	500.000
Number of Residents	789.600	793.600	800.000
Hours per week			
Main Total	60	60	60
Branch Total	1.112	1.112	1.152
Branch Average	42.7	42.7	42.7
Staff			
Total Employees	830	864	875
Librarians (FTE)	209.66	197.40	200
Materials/Resources			
Books *(See Comparison Chart Below)*	2.464.050	2.165.833	2.300.000
Audio	118.714	91.383	125.000
Video	37.160	70.631	100.000
Periodicals	11.246	12.533	12.500
Databases	10	80	150
E-Books	0	4.000	7.500
Internet Access (# of public workstations)	Data not available	330	500
Expenditures			
Materials	$3.373.224	$5.471.422	$6.000.000
Salaries/Benefits	$29.700.693	$39.852.511	$40.500.000
Total Operating	$37.364.613	$48,019.667	54.000.000
Use Data			
Circulation	5.462.172	6.328.889	7,500.000
Visits	4.015.184	6.107,109	5.500.000
Reference Questions	1.154.800	1.181.050	1.160.000
Children Programs Attendance	187.302	182.177	200.000
Adult Programs Attendance	23.045	27.676	33.500

Comparison Chart

Year	Total Books	Book Budget
1995-96	2.308.901	$4.932.357
1996-97	2.393.837	$3.549.117
1997-98	2.464.050	$3.689.540
1998-99	2.061.946	$3.794.540
1999-00	2.208.749	$4.413.026
2000-01	2.217.743	$4.651,026
2001-02	2.176.833	$5.098.779

LIBRARY COMMISSION
March 4, 2003

Budget Item Handouts

2/27/2003

EXHIBIT A

PUBLIC LIBRARY
2003-04 PROPOSED BUDGET

	LPF	LPF Reserves	Fuhrman	Grants	Total
Estimated Sources	$ 55,486,362	$ 1,417,435	$ 330,000	$ 61,382	$ 57,295,179
Current Budget (Submitted)	$ 54,093,565	$ 1,417,435	$ 330,000	$ 61,382	$ 55,902,382
	$ 1,392,797	$ -	$ -	$ -	$ 1,392,797
Budget Augmentation	$ 1,392,797	$ (186,778)	$ -	$ -	$ 1,206,019
Budget Change Proposals	$ 769,019				$ 769,019
Est. Increase Health Benefits	$ 437,000				$ 437,000
Fundshift	$ 186,778	$ (186,778)	$ -	$ -	$ -
Revised Budget	$ 55,486,362	$ 1,230,657	$ 330,000	$ 61,382	$ 57,295,179
Change	$ 1,392,797	$ (186,778)	$ -	$ -	$ 1,206,019

Library Preservation Fund Reserve	
Balance (2/27/03)	$ 3,532,376
2003-04 Proposed Expenditure	$ 1,230,657
Estimated Balance	$ 2,301,719
	4.1%

2003-04 Proposed Budget

	Description	Library Preservation Fund (LPF)	LPF Reserve	Fuhrman Trust Fund	State Grant (Adult Literacy)	Total
	Sources					
	Budgeted 2002-03	$ 53,713,097	$ 1,291,893	$ 330,000	$ 57,118	$ 55,392,108
	Estimated 2003-04	$ 55,486,362	$ 1,417,434	$ 330,000	$ 61,381	$ 57,295,177
	Change	$ 1,773,265	$ 125,541	$ -	$ 4,263	$ 1,903,069
		3.3%				
	Uses					
	Phase C Budget	$ 54,093,565	$ 1,417,434	$ 330,000	$ 61,381	$ 55,902,380
	Budget Augmentations					
1	Health Benefit Premium Adjustments (Estimated 15%)	437,000				437,000
2	Convert 3602 Library Page with Benefits to Perm. Civil Service Status	172,650				172,650
3	Book Budget Increase (3.3% increase)	182,000				182,000
4	Maintenance and supplies for Public Copy and Print Program	33,000				33,000
5	Full-timeCustodian for Support Services Center at 190 9th Street.	37,167				37,167
6	Materials Recovery Program (Unique Management)	70,000				70,000
7	Equipment Purchase - 3 Express Checkout Machines	94,500				94,500
8	Security System Upgrade	60,000				60,000
9	Equipment Purchase - Digital Still Photo Camera	6,510				6,510
10	Equipment Purchase - 18 inch flat screen LCD computer monitors	2,550				2,550
11	Main Library A/V Equipment Refreshment	33,500				33,500
12	Increase scavenger services ($10,000), rental of custodial uniforms, mat cleaning, and tools ($5,000), and bldg maint.supplies ($5000).	20,000				20,000
13	Media Center Display Furniture	5,642				5,642
14	Redistribution Supplies	1,500				1,500
15	One-time contract funds -- usability study of the Library's intranet system to facilitate improvements in sytem content and use.	50,000				50,000
16	Fund shift for one-time items funded from LPF Reserves	186,778	(186,778)			-
	SUBTOTAL, ADDITIONAL BUDGET ADJUSTMENTS	$ 1,392,797	$ (186,778)	$ -	$ -	$ 1,206,019
	ESTIMATED TOTAL 2003-04 BUDGET	$ 55,486,362	$ 1,230,656	$ 330,000	$ 61,381	$ 57,108,399
	CHANGE	$ -	$ (186,778)	$ -	$ -	$ (186,778)

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

February 13, 2003

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George Nichols, Finance Director

RE: FY 2003-04 BUDGET ACTION ITEMS
1. Additional 5% Contingency Reductions
2. Budget Change Proposals (Budget Augmentation)

2003-04 Proposed Budget

1. ADDITIONAL 5% CONTINGENCY REDUCTIONS

Revised budget instructions issued by the Mayor, direct all departments to prepare 10% General Fund contingency reduction plans for FY 2003-04. This is 5% greater than the reduction plan requested previously. The increase is in response to growth in the State's deficit and consequently growth in the City's General Fund shortfall – now projected at $350 million.

In an earlier action, the Commission considered and approved a contingency reduction plan totaling $1 618 million or 5% of the Library's anticipated baseline General Fund. This item seeks the Commission's approval for an additional 5% in contingency reductions to comply with the Mayor's revised instructions. The additional reductions total $1.620 million and bring the total planned contingency reduction plan to $3.238 million or 10% of General Fund allocations of $32.354 million currently projected for 2003-04. The additional reductions are summarized on Attachment A and the full 10% contingency reduction plan is summarized on Attachment B.

At the 5% level, the Library's plan prioritizes reductions to minimize impacts on public service and Library operations and preserves the book budget. Even with prioritized cuts, reductions at the 5% level would incrementally affect service and operations. At the 10% level, reductions would go beyond incremental impacts and significantly diminish public service and operations across the board.

According to the Mayor's Budget Office, contingency reductions will be taken only if mandated current year cuts, mandated baseline cuts, and other cost cutting or revenue generating measures are insufficient to close the gap next year. Although required to prepare and submit a 10% contingency reduction plan, it is unlikely given a revenue base predicated primarily on property taxes and funding requirements of Charter Section 16.109 (Proposition E) that the Library's budget will be cut even under the City's current worse case revenue scenario.

To achieve a 10% savings, the Library's recommendations include:

- Cutting an additional 14.75 FTE for a savings of $1,026,860. This includes public service positions (5.25 FTE), support positions (7.0 FTE), and administrative positions (2.5 FTE). Public Service reductions include 1.0 Librarian I (a half-time position in S.F History and a half-time position in the Patent and Trademark Center), 1.0 Librarian II (full-time Branch floater), 2.5 Library Technician I

FTE (half-time position at Chinatown, half-time position in the Main Library's Telephone Information Program, and a full-time Branch floater); and, 0.75 part-time as needed (PTAN) funds in the Branch Program. Support positions include 2.0 Librarian I (a full-time position in Acquisitions and a full-time position in Information Resource Management); 2.0 Custodians (a full-time position in the Main and a full-time position in the Branch); 1.5 Building and Grounds Security Officers (a full-time position and a half-time position in the Branch); 1.0 Stationary Engineer (full-time position in Operations); and 0.5 Curator II (Public Affairs). Administrative positions include 1.0 Librarian IV (Chief of Information Resource Management); 0.5 Clerk (Finance Office); and 1.0 Clerk Typist (Technical Services).

- Reducing the book budget by 10% or $518,000. The reduction to the book budget would be implemented in phases. The first 5% reduction or $259,000 would occur only if required and only if actual reductions exceeded $1.618 million. The second 5% or $259,000 would be implemented only if required or actual reductions exceeded $2.979 million.

- The balance of the additional reductions or $75,523 would come from various operating expense line-times in various programs. Reductions include further cuts in travel ($7,500); training ($10,000); City Librarian's operating budget ($15,000); Branch materials and supplies ($10,000); minor furnishings for the new Support Services Center ($20,000); and, other miscellaneous reductions ($13,023).

Reductions would be taken in the priority order listed on Attachment B. The Library's reduction plan must be submitted to the Mayor's Budget Office by March 15, 2003. It must be restated, that barring further significant diminishment in City revenue – specifically property tax revenue – we are optimistic that the Library's budget will not be cut in 2003-04.

2. BUDGET CHANGE PROPOSALS (AUGMENTATIONS)

If current revenue projections for the Library hold, there is a very good chance that cuts will not be required and that we will have an opportunity to augment our 2003-04 baseline budget. The baseline budget approved by the Commission in January is $1.2 million below projected baseline revenue. With the Commission's approval, $1.2 million was held in abeyance in the event salary increases were provided through collective bargaining. With the growth in the City's General Fund shortfall from $170 million (at the time the Commission approved the Library's budget) to $350 million today, it is now highly unlikely that salary increases will be provided next year and we believe that funds can be released to support other priority funding needs.

As reported during the Commission's February meeting, additional non-discretionary baseline costs have emerged that must be funded. These costs include $182,210 to correct baseline deficiencies in funds budgeted for premium pay received by staff who work nights and weekends[1]; $182,938 to cover projected growth in work comp payments[2]; and $321,000 to cover anticipated growth in the cost of health benefit premiums paid by the City for its employees. At this point we are assuming a 10% increase in health benefit costs over our current budget of $3.2 million. Actual costs will not be known until March or April and costs could exceed 10%. Based on current projections of Library revenue and a baseline budget of $54.616 million funded by these sources, $528,000 is still be available to fund other initiatives and staff is requesting the Commission's approval to submit a list of funding proposals to the Mayor when we submit our baseline budget on February 21, 2003.

The amount available to fund new program initiatives is currently estimated at $528,000. The actual amount available will depend on the Controller's revised revenue forecasts issued at mid-year and at the end of the third quarter of the fiscal year; and, on the actual cost of health benefit premiums and other costs

currently unknown that may be passed on to departments because of the General Fund shortfall. Assuming that the budget can be augmented, the Library recommends adding on a prioritized basis, the items summarized on Attachment C. Staff's recommendations, in priority order, include:

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[1] Baseline budget at $424,472 (including fringe benefits), expenditures over the last two fiscal years averaged $606,682 (including fringe benefits). Budget deficiency estimated at $182,210.

[2] Projection from Department of Human Resources based on actual payments to-date and a 7% rate adjustment (AB749) for temporary disability, permanent disability, and rehab that went into effect on January 1, 2003. The projection also includes an additional rate adjustment that takes affect on January 1, 2004. The Library's budget for work comp is determined by DHR's annual projections.

1. $122.756 to convert 66 Library Page positions from temporary or provisional appointments to permanent civil service status for purposes of retaining benefits for these employees.

2. $155,000 increase to the Library's book budget. This represents a 3% increase in the book budget commensurate with the projected increase in Library revenue. This will increase the portion of the book budget funded by the Library Preservation Fund from $5.176 million to $5.331 million

3. $33.000 for maintenance and supplies for the Public Copying and Print Program.

4. $37,167 to establish and fund a full-time custodian position for the Support Services Center at 190-9th Street.

5. $70.000 to fund a contract with Unique Management to implement the materials recovery program. This assumes Commission approval to proceed with this program and approval by the Mayor and the Board of Supervisors.

6. $94,500 to purchase and install 3 express checkout machines – one each for Mission, Ortega, and Anza Branch Libraries.

7. $60.000 to upgrade the security system in the Main Library.

8. $42,560 in equipment funds for Media Services. Funds would be used to replace audio/video equipment in the Koret Auditorium and other meeting spaces in the Main Library ($33,500); to purchase three flat screen LCD monitors for use during Commission meetings and other public events in the Koret ($2,550); and to purchase a digital still photo camera ($6,510).

9. $20,000 increase in the materials and supplies budget for Operations. Includes $10.000 for scavenger services, $5,000 for custodial uniforms, mat cleaning, and tools; and, $5,000 for building materials and supplies.

10. $5,642 for four Media Display Units and $1.500 for Redistribution Program supplies.

11. $50.000 in contract funds to conduct a "usability study" of the Library's intranet system. The study is necessary to improve the system that serves as a clearinghouse for all Library policies, procedures, forms, and other information.

We are issuing this report earlier than usual to give the Commission more time to review these issues and to ensure that we are able to meet the Mayor's deadlines for submitting the 2003-04 budget. Please call me at (415) 557-4248 if you have questions prior to your March 4th meeting.

Attachments

cc: Paul Underwood, Deputy City Librarian
Kathleen McKeon, Budget Officer

2/13/2003

FY 2003-04 CONTINGENCY REDUCTIONS
(Additional Mandated 5% Contingency Reductions)

ATTACHMENT A

Pr	Division	Description	FTE	F/V	Classification		Total
45	Operations	Eliminate custodian position in the Main Library	1.00	V	2716 Custodian	$	54,880
46	IRMO	Reduce books & materials budget by 5%. Reduction of print materials and periodicals	0.00			$	259,000
47	Childrens	Reduce materials & supply funds in Technical Srvcs funded by Childrens Baseline funds	0.00			$	3,371
48	Operations	Eliminate Building & Grounds Patrol Officer (Branch Security)	1.00	V	8207 B&G Sec Officer	$	53,279
49	Operations	Eliminate Stationary Engineer	1.00	V	7334 Stationary Engineer	$	77,801
50	Branch	Eliminate Eureka Valley security contract	0.00			$	3,500
51	Admin (FO)	Eliminate half-time 1404 Clerk position	0.50	V	1404 Clerk	$	26,780
52	Techn Srvcs	Eliminate small equipment (burster) maintenance funds	0.00			$	1,152
53	Branch	Eliminate full-time Librarian II (floater)	1.00	F	3632 Librarian II	$	86,528
54	Childrens	Eliminate full-time 3616 Library Techn I position at Chinatown Branch	1.00	V	3616 Library Techn I	$	60,225
55	IRMO	Eliminate a 3630 Librarian I	1.00	F	3630 Librarian I	$	82,361
56	Operations	Eliminate 0.5 Building & Grounds Officer (Branch Security)	0.50	F	8207 B&G Sec Officer	$	30,041
57	Branch	Eliminate full-time Library Technician II (floater)	1.00	F	3616 Library Technician	$	67,775
58	Main	Eliminate half-time 3630 Librarian I (Patent & Trademark Center)	0.50	F	3630 Librarian I	$	39,433
59	Operations	Eliminate mat service in the Main and Branch libraries	0.00			$	5,000
60	Operations	Eliminate custodian position in the Branch Library	1.00	V	2716 Custodian	$	54,880
61	Main	Eliminate half-time 3616 Library Technician in TIP	0.50	V	3616 Library Techn I	$	33,514
62	Public Affairs	Eliminate 0.5 Curator II position (balance of position)	0.50	F	3542 Curator II	$	36,624
63	Admin	Further reduction to travel budget	0.00			$	7,500
64	Admin	Further reduction to City Librarian's operating budget	0.00			$	15,000
65	Admin	Further reduction to Training budget	0.00			$	10,000
66	Techn Srvcs	Reduce funds budgeted for minor furnishings (earmarked for new SSC)	0.00			$	20,000
67	Techn Srvcs	Eliminate 1424 Clerk Typist (COATS and Acquisitions)	1.00	F	1424 Clerk Typist	$	57,114
68	Branch	Further reductions to supply and equipment funds	0.00			$	10,000
69	Main	Eliminate Librarian I in SF History	0.50	F	3630 Librarian I	$	39,433
70	Branch	Reduce PTAN funds	0.75			$	31,000
71	Techn Srvcs	Eliminate 3630 Librarian I in Acquisitions	1.00	V	3630 Librarian I	$	75,324
72	IRMO	Eliminate Chief of IRMO position	1.00	V	3643 Librarian IV	$	119,868
73	IRMO	Additional 5% reduction to book budget	0.00			$	259,000
		TOTAL, ADDITIONAL 5% CONTINGENCY REDUCTION	14.75			$	1,620,383

Public Library
10% Contingency Reduction Plan

	Division	Description	FTE	F/V	Classification	Total	Cumulative Total
1	Admin (CL)	Reduce various service/supply accounts Includes travel ($7,500), professional rrvcs, materials & supplies, other office supplies.	0.00			$ 18,673	$ 18,673
2	Admin (HR)	Downgrade (reclass) 2 payroll clerk positions				$ 10,534	$ 29,207
3	Automation	SBC/Pacific Bell Internet Access charges (budget adjustment).	0.00			$ 13,745	$ 42,952
4	Branch	Eliminate grant to Tool Lending Center				$ 175,000	$ 217,952
5	Branch	Eliminate Librarian II -- Mission Bay Branch Library	0.50	V	3632 Librarian II	$ 36,473	$ 254,425
6	Childrens	Reduce maintenance & supply funds in Technical Srvcs funded by Childrens Baseline funds	0.00			$ 42,154	$ 296,579
7	Main	Eliminate 1.0 3630 Librarian I in General Collections	1.00	V	3630 Librarian I	$ 78,440	$ 375,019
8	Main	Eliminate 1.0 3602 Page - Library for the Blind	0.38	F	3602 Library Page	$ 12,012	$ 387,031
9	Operations	Further reductions in materials & supplies budgets for all crafts	0.00			$ 41,000	$ 428,031
0	Operations	Eliminate Johnson Control Maintenance Contract	0.00			$ 17,000	$ 445,031
1	Public Affairs	Reduce programming and exhibitions staff by 0.5 3542 Curator II	0.50	F	3542 Curator II	$ 36,237	$ 481,268
2	Public Affairs	Reduce budget for repair/replacement of exhibit cases.	0.00			$ 2,000	$ 483,268
3	Techn Srvcs	Innovacq maintenance service funds.	0.00			$ 20,576	$ 503,844
4	Techn Srvcs	Reduce 20 hour/wk page to 15 hour/wk page	0.13	V	3602 Library Page	$ 5,500	$ 509,344
5	Techn Srvcs	Reduce materials & supply budgets in Acquisitions, Catalog, and Preservation	0.00			$ 12,000	$ 521,344
6	Admin (FO)	Reduce operating funds 20%	0.00			$ 2,300	$ 523,644
7	Admin (HR)	Reduce training funds	0.00			$ 11,880	$ 535,524
8	Automation	Reduce funds budgeted for service and software maintenance	0.00			$ 69,046	$ 604,570
9	Operations	Reduce equipment repair funds for custodial equipment	0.00			$ 5,000	$ 609,570
0	Public Affairs	Reduce budget for graphic materials & supplies	0.00			$ 1,500	$ 611,070
1	Techn Srvcs	Eliminate access to RLIN bibliographic utility	0.00			$ 600	$ 611,670
2	Techn Srvcs	Eliminate 15 hour/wk Library Page in Catalog Dept	0.38	F	3602 Library Page	$ 12,587	$ 624,257
3	Automation	Reduce funds budgeted for data processing supplies	0.00			$ 20,000	$ 644,257
4	IPMO	Eliminate SF Community Services Directory (Community Connection)	1.00	F	3616 Library Techn I	$ 60,000	$ 704,257
5	Operations	Modify/reduce equipment service & maintenance contracts (time & material only)	0.00			$ 66,888	$ 771,145
	Techn Srvcs	Eliminate 3616 Technical Assistant I (bilingual) in Acquisitions	0.50	V	3616 Library Techn I	$ 35,513	$ 806,658
7	Main	Close A/V desk & listening stations - eliminate two full-time 3610 and 2 half-time 3602 positions and $3000 in equipment funds	3.00	F F	3610 Library Assistants 3602 Library Page	$ 161,239	$ 967,897
8	Operations	Reduce materials & supply budgets for crafts	0.00			$ 14,000	$ 981,897
9	Public Affairs	Reduce work orders for reproduction and mail services	0.00			$ 5,000	$ 986,897
30	Public Affairs	Reduce audi-visual equipment maintenance funds	0.00			$ 4,000	$ 990,897
31	Admin (HR)	Reduce various operating budget line-items	0.00			$ 5,000	$ 995,897
32	Childrens	Eliminate full-time 3630 Librarian I position in the Main's Childrens' Center	1.00	V	3630 Librarian I	$ 80,014	$ 1,075,911
33	Main	Eliminate 2 half-time 3602 positions in Borrower Services	1.00	F	3602 Library Page	$ 41,991	$ 1,117,902
34	Public Affairs	Reduce media production supplies	0.00			$ 1,500	$ 1,119,402
35	Admin (HR)	Eliminate one full-time 1220 Payroll Clerk position	1.00	F	1220 Payroll Clerk	$ 66,560	$ 1,185,962
36	Branch	Reduce supply and equipment budget 3%	0.00			$ 40,000	$ 1,225,962
37	Branch	Eliminate full-time 3630 Librarian I (floater)	1.00	F	3630 Librarian I	$ 88,648	$ 1,314,610
38	Childrens	Eliminate full-time 3630 Librarian I position serving Juvenile Hall	1.00	F	3630 Librarian I	$ 72,563	$ 1,387,173
39	Main	Eliminate Librarian I in Business/Science/Technology	1.00	V	3630 Librarian I	$ 78,440	$ 1,465,613
10	Admin (HR)	Reduce overtime funds	0.00			$ 8,269	$ 1,473,882
11	Branch	Eliminate half-time Library Assistant I - Mission Branch	0.50	V	3610 Library Assistant	$ 28,583	$ 1,502,465
12	Main	Eliminate full-time Library Technian in SF History	1.00	V	3616 Library Techn I	$ 67,872	$ 1,570,337
13	Admin (HR)	Eliminate 3602 Position	0.25	V	3602 Library Page	$ 8,543	$ 1,578,880
14	Main	Eliminate Librarian I in General Collections	0.50	F	3630 Librarian I	$ 39,220	$ 1,618,100
		Total, Initial 5% Contingency Reduction Plan	15.62			$ 1,618,100	49.96%
45	Operations	Eliminate custodian position in the Main Library	1.00	V	2716 Custodian	$ 54,880	$ 1,672,980
46	IRMO	Reduce books & materials budget by 5% Reduction of print materials and periodicals	0.00			$ 259,000	$ 1,931,980
47	Childrens	Reduce materials & supply funds in Technical Srvcs funded by Childrens Baseline funds	0.00			$ 3,371	$ 1,935,351
48	Operations	Eliminate Building & Grounds Patrol Officer (Branch Security)	1.00	V	8207 B&G Sec Officer	$ 53,279	$ 1,988,630
49	Operations	Eliminate Stationary Engineer	1.00	V	7334 Stationary Engineer	$ 77,801	$ 2,066,431
50	Branch	Eliminate Eureka Valley security contract	0.00			$ 3,500	$ 2,069,931
51	Admin (FO)	Eliminate half-time 1404 Clerk position	0.50	V	1404 Clerk	$ 26,780	$ 2,096,711
52	Techn Srvcs	Eliminate small equipment (burster) maintenance funds	0.00			$ 1,152	$ 2,097,863
3	Branch	Eliminate full-time Librarian II (floater)	1.00	F	3632 Librarian II	$ 86,528	$ 2,184,391
	Childrens	Eliminate full-time 3616 Library Techn I position at Chinatown Branch	1.00	V	3616 Library Techn I	$ 60,225	$ 2,244,616

Public Library
10% Contingency Reduction Plan

Attachment B

	Division	Description	FTE	F/V	Classification	Total	Cumulative Total
55	IRMO	Eliminate a 3630 Librarian I	1.00	F	3630 Librarian I	$ 82,361	$ 2,326,977
56	Operations	Eliminate 0.5 Building & Grounds Officer (Branch Security)	0.50	F	8207 B&G Sec Officer	$ 30,041	$ 2,357,018
57	Branch	Eliminate full-time Library Technician II (floater)	1.00	F	3616 Library Technician	$ 67,775	$ 2,424,793
58	Main	Eliminate half-time 3630 Librarian I (Patent & Trademark Center)	0.50	F	3630 Librarian I	$ 39,433	$ 2,464,226
59	Operations	Eliminate mat service in the Main and Branch libraries.	0.00			$ 5,000	$ 2,469,226
60	Operations	Eliminate custodian position in the Branch Library	1.00	V	2716 Custodian	$ 54,880	$ 2,524,106
61	Main	Eliminate half-time 3616 Library Technician in TIP	0.50	V	3616 Library Techn I	$ 33,514	$ 2,557,620
62	Public Affairs	Eliminate 0.5 Curator II position (balance of position)	0.50	F	3542 Curator II	$ 36,624	$ 2,594,244
63	Admin	Further reduction to travel budget	0.00			$ 7,500	$ 2,601,744
64	Admin	Further reduction to City Librarian's operating budget	0.00			$ 15,000	$ 2,616,744
65	Admin	Further reduction to Training budget	0.00			$ 10,000	$ 2,626,744
66	Techn Srvcs	Reduce funds budgeted for minor furnishings (earmarked for new SSC)	0.00			$ 20,000	$ 2,646,744
67	Techn Srvcs	Eliminate 1424 Clerk Typist (COATS and Acquisitions)	1.00	F	1424 Clerk Typist	$ 57,114	$ 2,703,858
68	Branch	Further reductions to supply and equipment funds	0.00			$ 10,000	$ 2,713,858
69	Main	Eliminate Librarian I in SF History	0.50	F	3630 Librarian I	$ 39,433	$ 2,753,291
70	Branch	Reduce PTAN funds	0.75			$ 31,000	$ 2,784,291
71	Techn Srvcs	Eliminate 3630 Librarian I in Acquisitions	1.00	V	3630 Librarian I	$ 75,324	$ 2,859,615
72	IRMO	Eliminate Chief of IRMO position	1.00	V	3643 Librarian IV	$ 119,868	$ 2,979,483
73	IRMO	Additional 5% reduction to Book Budget	0.00			$ 259,000	$ 3,238,483
		Total, Additional 5% Contingency Reductions	14.75			$ 1,620,383	50.04%
		TOTAL 10% CONTINGENCY REDUCTIONS	30.37			$ 3,238,483	100.00%

Public Library
FY 2003-04 BUDGET CHANGE PROPOSALS

ATTACHMENT C

	DIVISION	TITLE	DESCRIPTION	FTE	Personal Services	Operating Expense	Total
1	Systemwide	Convert 3602 Library Page with Benefits to Permanent Civil Service Status	Convert 76 Library Page positions from Temporary PTAN or provisional status to Permanent Civil Service status. Incumbants in these positions receive health and retirement benefits and conversion is necessary to continue receiving benefits.	1.65	$ 122,756	$	$ 122,756
2	IRMO	Book Budget Increase	Increase book budget commensurate with increase in revenue (3%).	0.00	$ -	$ 155,400	$ 155,400
3	Techn Srvcs	Maintenance and supplies for Public Copy and Print Program	Supplies for the Public Copy and Print Program. Includes paper, toner, and maintenance of copiers and printers. Opportunity funds used in the current year to cover supplies; copiers and printers under warrenty the first year.	0.00	$ -	$ 33,000	$ 33,000
4	O&M	190 9th St.	Custodian for Support Services Center at 190 9th Street.	1.00	$ 37,167	$ -	$ 37,167
5	Main	Collection Agency	Enter a contract with Unique Management or Tax Collector to pursue materials not returned.	0.00	$ -	$ 70,000	$ 70,000
6	Branch	Equipment Purchase - Express Checkout Machines	One-time funding to purchase three express checkout machines for installation at Mission, Ortega, and Anza Branch Libraries. Each unit costs $31,500 which includes site license and	0.00	$ -	$ 94,500	$ 94,500
7	O&M	Security System Upgrade	One-time funding to retrofit and upgrade of the Main Library's security system. Includes improvements and expansion of the camera surveilance system and interface with the building alarm system; to upgrade the monitoring and information storage to a digital system; and, to incorporate the staff badgin system into the existing security system.	0.00		$ 60,000	$ 60,000
8	Public Affairs	Equipment Purchase - Digital Still Photo Camera	One-time funding to purchase a professional grade digital camera needed for publicity photos for programs and exhitits, constuction documents, and trade publications.	0.00	$ -	$ 6,510	$ 6,510
		Equipment Purchase - 18 inch flat screen LCD computer monitors	One-time funding to purchase three 18-inch flat screen LCD computer monitors to replace salvaged CRT terminals currently used for Commission meetings.	0.00	$ -	$ 2,550	$ 2,550
		Main Library A/V Equipment Refreshment	One-time funding to upgrade and replace antiquated A/V equipment in the Children's Creative Center ($17,500) and the Stong Conference Room ($16,000). Equipment to be purchased includes DLP projectors and a DVD player. Also includes funds to upgrade computer/projector interface components and reporgam A/V system remote controls to operate the projectors.	0.00	$ -	$ 33,500	$ 33,500
9	O&M	Operational Costs	Increase in scavenger services ($10,000), rental of custodial uniforms, mat cleaning, and tools ($5,000), and building maintenance supplies ($5000).	0.00	$ -	$ 20,000	$ 20,000
10	Children	Media Center Display Furniture	One-time expenditure to purchase 4 media display units.	0.00	$ -	$ 5,642	$ 5,642
11	IRMO	Redistribution of Supplies	Augment funds used to purchase materials and supplies for the Redistribution Program. Items include pallets, boxes, wrapping tape & other supplies; postage and shipping, and a box lifter/pallet jack.	0.00	$ -	$ 1,500	$ 1,500
12	IRMO	Staff Usability	One-time contract funds to conduct a usability study of the Library's intranet system. The system (StaffNet) provides a centralized and accessible repository for Library policies, procedures, forms and other information that is used by staff to conduct business and provide service. The system is not as effective as it can be and the study will facilitate improvements in sytem content as well as system use.	0.00	$ -	$ 50,000	$ 50,000
	TOTAL PROPOSED			**2.65**	**$ 159,923**	**$ 532,602**	**$ 692,525**
	One-time Costs				$ -	$ 252,702	$ 252,702
	Permanent/Ongoing				$ 159,923	$ 279,900	$ 439,823

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

MEMORANDUM

TO: Library Commission

FROM: Susan Hildreth, City Librarian

RE: **COLLECTION RECOVERY PROGRAM**
LIBRARY EXPERIENCES WITH UNIQUE/SAMPLE LETTERS

DATE: February 27, 2003

As requested at the February 4, 2003. Commission meeting. I am attaching a packet of follow-up information regarding the proposed Recovery Program, which will retrieve overdue library materials.

1: LIST OF CALIFORNIA LIBRARIES who use Unique Management Services

2: AFFIDAVITS FROM LIBRARIES

LIBRARY	**Experience with Recovery/UMS:**
Berkeley Public Library	• 20 years experience with recovery of materials • Staff unable to absorb workload • UMS: excellent customer service • Never received patron complaint • Some local problems resolved with UMS help
Los Angeles Public Library	• Used UMS since Nov. 2001 • 30% decrease in overdue materials • 50,000 overdue items returned in first year • collected more money than cost of recovery program • UMS understands primary purpose to recover materials, not collect cash • Customized letters • Detailed monthly accounting
Oakland Public Library	• Prompt customer service • Daily transfer of files • Effective in getting patrons to return materials & pay fines • Monthly reports on cash received, value of material, amount waived by staff justify use of service
Peninsula Library System	• Used UMS for three years • Easy to work with
Rancho Cucamonga	• UMS since March, 1997 • Former use of local collection agency not successful • Helpful in setting up program & smooth operation • Responsive to problems & questions • Very good return rate • Collection Fee: raised from $15.00 to $20.00

San Bruno Public Library	• Began using Unique: April, 2002 • Not one complaint • No longer need for staff to call patrons • Before Unique, never got checks in the mail • "Having a 'third party' organization handling the most recalcitrant borrowers takes a lot of stress of staff".
San Jose Public Library	• UM staff is professional…maintaining good will • Library staff are not as effective as UMS • When library staff did collection: staff became overzealous or viewed recovery as onerous task became distrustful of borrowers burned out quickly • Borrowers respond to third party more readily than to library • UMS: never caused ill will with customer • Staff feels comfortable & confident with UMS
Santa Cruz PL	• Used Transworld Systems before UMS • Head of Circulation very pleased • Not had complaints from public
San Joaquin Delta College	• UMS client for over 8 years (two libraries) • Accurate, helpful, effective • Highest (personal) recommendation
Seattle Public Library	• Great success • Used UMS since Sept., 1999 • Response to customer service & cultural differences • Collected over $250,000 (net) • Retrieved more than $1 million worth of materials
Solano County (SNAP System)	• Extremely satisfied • Used UMS for two years • UMS very helpful during set-up • "Lifted a huge burden from the shoulders of our circulation staff" • Return of materials and collection of delinquencies well worth the investment.
Ventura County Public Library	• Began end of 2001 • Previous used another company, which required manual procedures to be done by library staff • Staff wanted "thank you" note when balance is cleared • Staff created "partial payment" form • Good response to program • Received back many more items than previously

3: SAMPLE LETTERS

Unique Management Services

- Initial letter
- Second letter (three weeks later)
- Balance on account letter
- Credit Reporting letter

San Francisco Tax Collector - Delinquent Revenue Section

- Notice of Delinquency
- Final Notice of Delinquency

California Libraries Using Unique Management System for Recovery of Materials

Library	City	State
Altadena Library District	Altadena	CA
Anaheim Public Library	Anaheim	CA
Berkeley Public Library	Berkeley	CA
Black Gold Cooperative Library System	San Luis Obispo	CA
Blanchard Community Library	Santa Paula	CA
Buena Park Library District	Buena Park	CA
Canada College Library	Redwood City	CA
College of San Mateo Library	San Mateo	CA
Corona Public Library	Corona	CA
County of Riverside	Riverside	CA
Daly City Public Library	Daly City	CA
owney City Library	Downey	CA
Fullerton Public Library	Fullerton	CA
Glendale Public Library	Glendale	CA
Hayward Public Library	Hayward	CA
Lompoc Public Library	Lompoc	CA
Long Beach Public Library	Long Beach	CA
Los Angeles Public Library System	Los Angeles	CA
Menlo Park Public Library	Menlo Park	CA
Mission Viejo Library	Mission Viejo	CA
Newport Beach Public Library	Newport Beach	CA
Oakland Public Library	Oakland	CA
Ontario City Library	Ontario	CA
Orange County Public Library	Santa Ana	CA
P.L.S. Video Center	San Mateo	CA
Palos Verdes Library District	Rolling Hills Estates	CA
Pasadena Public Library	Pasadena	CA
Paso Robles Public Library	Paso Robles	CA
Peninsula Library System	Placentia	CA
Rancho Cucamonga Public Library	Rancho Cucamonga	CA
Redondo Beach Public Library	Redondo Beach	CA
Redwood City Public Library	Redwood City	CA
Riverside City-County Public Library	Riverside	CA
Riverside Public Library	Riverside	CA
Sacramento Public Library	Sacramento	CA

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Saddleback College Library	Mission Viejo	CA
San Bernardino County Library	San Bernardino	CA
San Bruno Public Library	San Bruno	CA
San Diego County Library	San Diego	CA
San Joaquin Delta College	Stockton	CA
San Jose Public Library	San Jose	CA
San Luis Obispo City-County Library	San Luis Obispo	CA
San Mateo County Library	San Mateo	CA
San Mateo Public Library	San Mateo	CA
Santa Barbara Public Library	Santa Barbara	CA
Santa Cruz City-County Library System	Santa Cruz	CA
Santa Maria Public Library	Santa Maria	CA
Skyline College Library	San Bruno	CA
Solano County Library	Fairfield	CA
Sonoma County Library	Santa Rosa	CA
South San Francisco Public Library	South San Francisco	CA
Stanislaus County Free Library	Modesto	CA
Stockton-San Joaquin County Public Library	Stockton	CA
Ventura County Library	Ventura	CA
Yorba Linda Public Library	Yorba Linda	CA

Berkeley Public Library
Sun, 16 Feb 2003

The Berkeley Public Library has been using the services of collection agencies for twenty years plus. Most of the collection agencies did not meet our standards as a library, such as providing good customer services when speaking to our patrons regarding their bill. The library continued to search for an agency, until we came across Unique Management Services and Lyle J. Stucki, Principal.

Mr. Stucki set the standard for the Unique Management Collection Agency. He understands the importance of presentation whether in person or over the telephone and the necessity of a good client, business relationship.

For a brief moment we thought the staff could handle this task. But after hearing the presentation, character and commitment of the Unique Management staff we thought we would give them a try.

This is a summary of our findings in working with Unique Management Services, Inc.

1. The Berkeley Public Library staff could have never absorbed the workload that Unique Management provides. The work is to involve, detailed and time consuming.
2. Unique Management has excellent customer services skills. As the manager of the General Services Division of the Berkeley Public Library, I have never received a patron complaint regarding this collection agency. This is amazing! With previous agencies we had constant complaints all the time.
3. The billing is very good and because of the company's good customer services skills owed money is collected and library material is returned.
4. Problems? During the library's transition to replace the Network Administrator, the collection agency procedure was not functioning. Unique Management worked with us until staffing was found and replaced. Millennium Circulation was added. Unique Management's team members flew in and spent time with us, had conference calls until everything was rolling smoothly along once again. They are to be commended.

Yes. Unique Management is a business, but it takes seriously the business of keeping their clients satisfied and has captured the needs and services the public library gives to it's patrons and Unique Management does this quite well.

I recommend Unique Management to the San Francisco Public Library.

Dolores Wright.
Circulation Services Manager

LOS ANGELES PUBLIC LIBRARY

Wed. 12 Feb 2003

I can briefly describe to you LAPL's experience with Unique Management. We have used Unique since November 2001 to recover materials which are at least 45 days overdue and which have a value of $50.00 or more.

One of the principal reasons we utilize Unique is because they possess the necessary interface to our automated circulation system (CARL) to electronically access the data needed to contact the patrons.

Unique's services have been successful, both as an incentive for patrons to return materials prior to them going overdue (we have seen a 30% decrease in overdue materials) and as a means of recovering materials which have been long overdue (in the first year, over 50,000 overdue items were returned to library shelves).

Additionally, the cash revenue generated by the program was more than the amount the library owed Unique Management.

Unique, unlike most other collection agencies, understands that our primary purpose in utilizing them is to recover overdue materials. We want the overdue materials back in circulation so others may make use of them. Most other collection agencies are only interested in recovering cash.

Unique has been very willing to work closely with LAPL in customizing the letters they send to our patrons and has provided us with very detailed monthly accounting of their recovery efforts.

Steve Newcomer
Director, Information Technologies & Collections
Los Angeles Public Library
213-228-7562

LIBRARY AFFIDAVIT:
EXPERIENCE WITH UNIQUE MANAGEMENT/RECOVERY OF LIBRARY MATERIALS:

OAKLAND PUBLIC LIBRARY

Oakland Public Library
Friday, 21 Feb 2003

We have been pleased with UMS. We have always found the customer service to be very prompt in responding to our questions. No question has gone unanswered

We do receive complaints from patrons who are still being contacted after they have paid off most of their obligation even though they owe only $5. However, this is a setting that we chose to make, so it is not really a problem with UMS.

The service has been effective in getting patrons to return library materials and to pay their fines.

UMS is always on top of the daily transfer of files. If we ever miss a day, they ask us very promptly to verify that we were closed that day.

We also receive a monthly report that allows us to keep track of cash received, the value of material returned, and the amount our staff waived. This has made it very easy to justify the continued use of the service.

I hope that this helps.

Amy Apel
Supervising Librarian, Computer and Technical Services
Oakland Public Library

Peninsula Library System
Date: Mon, 17 Feb 2003

PLS:
Atherton
Belmont
Brisbane
Burlingame
Cañada College
College of San Mateo
Daly City
East Palo Alto
Foster City
Half Moon Bay
Media Center
Menlo Park
Millbrae
Pacifica
Portola Valley
Redwood City
San Bruno
San Carlos
San Mateo
Sanchez
Skyline College
South San Francisco
Woodside

PLS has been using Unique Management Services for the past 3 or so years and have found them quite easy to work with. Materials are returned and patron good will remains high. If there are other questions you would like addressed, just let me know. I'm happy to help.

Gail McPartland
Assistant Director, Services
Peninsula Library System

From: "Schneiderwent, Karen"
Kschneid@ci.rancho-cucamonga.ca.us

Date: Thu, 13 Feb 2003 15:18:53 -0800

Rancho Cucamonga Public Library has been contracting with Unique Management Services since March of 1997. Our library circulates approximately 69,000 items per month. We had been using a small local library collection agency for our collections and were not having much success in getting our items returned or collecting fines and charges.

The personnel at Unique collections has been extremely helpful in setting up our program initially and in keeping things running smoothly over the years. The way in which they try to collect by personal phone calls and letters seems to be working very well for us and our return rate is very good. Unique has been very responsive to any problems or questions that arise and have been able to find solutions for most. We recently raised the fee which we charge patrons who are sent to collections from $15.00 to $20.00.

At this time when everyone is having budget problems it is mandatory that we have our items returned or paid for since we may not have the money to replace the items otherwise.

If you have any questions please feel free to call me or my boss Robert Karatsu.

Karen Schneiderwent,
Circulation Supervisor
Rancho Cucamonga Public Library
(909) 477-2720 ext 5003

SAN BRUNO PUBLIC LIBRARY

San Bruno Public Library
Date: Fri, 14 Feb 2003 10:53:49 -0800

I have worked at the San Bruno Library for 29 years. We've tried a lot of different methods of material retrieval over that time and nothing has worked as well as Unique Management.

We began using Unique in April 2000. I have not had ONE complaint from patrons about their methods or the $10 collection fee. The Debt Collect software interfaces with our Dynix circulation system so there is virtually no chance that an account paid will not be properly cleared (this was a consideration with other collection agencies we investigated). There is no longer any need for staff to spend time trying to call patrons to follow up on long overdue materials.

It's difficult to deal with the actual dollars saved because Unique bills for each account they deal with and much of the recovery dollars are the value of the material retrieved. But let me give you a capsule statistic: The charges to San Bruno for the number of accounts activated in 2002 was $1226.15. During 2002, I received in the mail 15 checks or money orders enclosed with the Unique notices totalling $860.32. Before Unique, I NEVER got checks in the mail. I have received checks from out-of-state from patrons who "skipped"--that was unheard of before. More importantly, we get materials back. Often they're just dropped off, so when we discharge the items, we can see that they are Unique accounts. The patrons who do this will not be able to borrow until their fines and the collection fee are cleared, but our materials are back in circulation.

Having a "third party" organization handling the most recalcitrant borrowers takes a lot of stress off of staff. Sometimes being able to say sympathetically, "You'll want to clear this up as soon as possible before it automatically goes to the collection agency" gets results. As a citizen as well as a library worker, I am glad to have the Unique process in place to provide a consistent, "gentle" process for retrieval of what I pay for with my tax dollars.

Maryanne Dornlas
Circulation Services Supervisor
San Bruno Public Library
701 Angus Ave. West
San Bruno, CA 94066
650-616-7079

LIBRARY AFFIDAVIT:
EXPERIENCE WITH UNIQUE MANAGEMENT/RECOVERY OF LIBRARY MATERIALS:
SAN JOSE PUBLIC PUBIIC LIBRARY

San Jose Public Library
February 21, 2003

Unique Management does a great job for San Jose Public Library. Here are a few reasons to use Unique Management rather than staff to retrieve outstanding overdues.

1. Unique Management staff are professionals. Their staff is trained to make collection contacts with borrowers. Their goal is to retrieve the materials while maintaining customer goodwill. While library staff can do an acceptable job of collection processes, they are not as effective as the Unique Management staff who is trained in collection methods. Because this is the focus of their business, they can perform collection processes in a much more cost and time efficient manner than library staff

2. When San Jose Public Library staff performed the collection tasks they didn't view the assignment with pleasure or as a growth opportunity. Either it was a.) viewed as an onerous task and as a result one that most staff didn't enjoy or excel in, or b.) staff became overzealous in their pursuit of an individual delinquency. In either case, staff who were assigned to collection tasks became distrustful and began seeing each borrower as a potential delinquent overdue instead of a customer borrowing materials.

3. Staff assigned to the collections task burned out quickly. There isn't a great deal of gratification in the task and staff felt as though they only experienced the negative side of borrower interaction.

4. Library borrowers respond to the a third party much more readily than they do to numerous contacts from the library. SJPL sends a first notice and a bill. If the items are not returned as a result of these two contacts, and the threshold for number of items or cost of items is met, Unique Management sends out a letter saying that the account is about to be referred for collection. They also inform borrowers that further fees can be avoided if the materials are returned immediately. We receive the greatest return response from this letter. There is an immediacy imparted that cannot be duplicated by the library sending numerous notices or making phone contact.

5. The experience with Unique has never caused ill will with a borrower. The borrower may be upset that they have been referred to a collection agency, but never with the treatment they receive from Unique. Staff feels comfortable and confident that referrals to Unique are handled in a positive manner. As a result, they don't feel intimidated by the fact that we do use a third party retrieval service, rather they appreciate that the workload is handled so efficiently and that library materials are being retrieved.

Please let me know if there is any additional information needed. It is the exception to find an outside vendor who understands the needs of library customers and staff. Unique Management is truly an organization who "gets" what we are trying to do in the library and matches their goals to ours.

Jeanne LoFranco
Circulation Manager
San Jose Public Library

Santa Cruz Public Library
From: Susan Elgin <ELGINS@santacruzpl.org>
Date: Thu, 13 Feb 2003 12:25:02 -0800

We are a DRA system. We used Wanda Weldon (Transworld Systems) before Unique Management Systems.

We pay a straight fee to Unique and that covers all the calls, letters, 3 ways of finding bad addresses, and we have them report our non-payers to the credit bureaus. Currently we add a $10.00 surcharge to each of the folks who have overdue accounts. This charge is the last item to come off the record. This way a patron is not cleared to check anything out until the surcharge is paid.

It was work for us in the first place setting up what we wanted to send them...we send folks either with a lost book..or folks that have more than $25.00 in fines.

Our Head of Circulation had a lot of worries and concerns as we went into this. He is very pleased now.
We have not had complaints from the public.

Susan Elgin
Asst. Director
Santa Cruz City-County Library System

San Joaquin Delta College
Date: Tue, 18 Feb 2003 10:57:35 -0800

I've been a client of unique management for over 8 years, at two different libraries, and have always found them to be very accurate, helpful, and, most importantly, effective.

I send my highest recommendation to you.

Steve Schermerhorn
San Joaquin Delta College
Stockton, Ca 95207
(209) 954-5152

LIBRARY AFFIDAVIT:
EXPERIENCE WITH UNIQUE MANAGEMENT/RECOVERY OF LIBRARY MATERIALS:

SEATTLE PUBLIC LIBRARY

Seattle Public Library
From: Jill Jean" Jill.Jean@spl.org
Sent: Thursday, February 5, 2003

We have had great success here in Seattle with the use of the UMS collection system.

We piloted the project back in Sept. 1999, and it has worked out very well.

UMS has been particularly responsive to our needs for caring customer service and sensitive to our patrons who have cultural differences.

Over the course of the program we have collected over $250,000 (net after expenses), but more importantly have gotten back over one million dollars worth of materials… one box of videos was even returned from Thailand.

Our UMS contact here at Seattle Public Library is Megan Taylor, Head of Borrowere Services, who can be reached at (206) 386-4190

Jill Jean
Head: Seattle Central Library

LIBRARY AFFIDAVIT:
EXPERIENCE WITH UNIQUE MANAGEMENT/RECOVERY OF LIBRARY MATERIALS:

Solano County Library/Solano, Napa, & Partners (SNAP)

From: "Lynne Williams" <lwilliam@soar.snap.lib.ca.us>
Date: Thu, 13 Feb 2003 15:06:25 -0800

I understand that San Francisco Public Library is interested in Unique experiences in California

You can put Solano down as an extremely satisfied customer.

We've been using Unique for about two years now. The implementation of the interface between our CARL circ module and Unique went very well.

The staff at Unique were very helpful in getting our accounts set up.

Having Unique handle our collections accounts has lifted a huge burden from the shoulders of our circulation staff. The return of materials and collection of delinqencies is well worth the investment.

If I can answer any specific questions, don't hesitate to contact me.

Lynne Williams
Administrative Librarian, Automation/Technical Services
Solano County Library/Solano, Napa, & Partners (SNAP)
1150 Kentucky Street
Fairfield, CA 94533
707/421-6560 voice
707/421-7474 fax
lwilliam@snap.lib.ca.us

"Change is inevitable; suffering is optional"

LIBRARY AFFIDAVIT:
EXPERIENCE WITH UNIQUE MANAGEMENT/RECOVERY OF LIBRARY MATERIALS:

VENTURA COUNTY PUBLIC LIBRARY

Ventura County Library:
Wed, 19 Feb 2003

We began our arrangement with Unique Management at the end of 2001.

Our collection agency prior to that was in Orange County, and required a staff member to run Dynix Recall statements and send them manually. (The criteria we used for the former collection agency did not include children and had a higher threshold.)

The three month trial with Unique brought up a couple issues for the staff:

1) Staff wanted a "Thank You" letter to go out when a balanced had been cleared, and

2) a "Partial Payments" form needed to be created between the library and the patron who made arrangements to repay, which would stop the UM letters and phone calls.

We have had good response to the program even though we have added juveniles to collections. Our current threshold is $40.

We have received many more items back than previously.

We have been pleased with the program.

Mark Lager
Library Automation Manager
Ventura County Library
196 S. Fir St.
Ventura, CA 93001

19 East Maple Street
Jeffersonville IN 47130-3541
RETURN SERVICE REQUESTED

UNIQUE National Collections

September 16, 2002

Any Public Library
Attn: Circulation
456 Any Street
Anytown US 12345

283755-001
To the Parents/Guardian of:
Jane Doe
119 East Maple Street.
Jeffersonville IN 47130

Account # 2356984563225
Amount: $ 100.00

Past Due Balance

Detach Upper Portion And Return With Payment

Account #: 2356984563225
Any Public Library

Total Due: $ 100.00

This is an attempt to collect a debt and any information
obtained will be used for that purpose.

Your account has been referred to Unique National Collections by the Any Public Library. Return of past due materials and ayment of fines/fees will ensure that your account is cleared with Unique National Collections and the Library. Fines must lso be paid even if the materials are returned.

The Library has requested that we provide you a courtesy notice. It is our hope that you will respond so this matter can be resolved. The Any Public Library would like to have you, again, as a patron in good standing.

To clear your account, please return past due materials, if you still have them, to any Any Public Library location and pay your outstanding fines. If you have misplaced the materials, or if you have returned the materials and have not yet paid your fines, please send your check in the amount of $100.00 to Any Public Library, Attn: Circulation, 456 Any Street, Anytown, US 12345. On your check, reference account No. 2356984563225.

If you have any questions, please call (555) 123-4567 during regular business hours.

Charles L. Gary
Collection Manager

Unless you notify this office within 30 days after receiving this notice that you dispute the validity of this debt or any portion thereof, this office will assume this debt is valid. If you notify this office in writing within 30 days from receiving this notice, this office will obtain verification of the debt or obtain a copy of a judgment and mail you a copy of such judgment or verification. If you request this office in writing within 30 days after receiving this notice, this office will provide you with the name and address of the original creditor, if different from the current creditor.

119 East Maple Street
Jeffersonville IN 47130-3541
RETURN SERVICE REQUESTED

UNIQUE National Collections

September 16, 2002

Any Public Library
Attn: Circulation
456 Any Street
Anytown US 12345

283755-002
To the Parents/Guardian of:
Jane Doe
119 East Maple Street
Jeffersonville IN 47130

Account # 2356984563225
Amount: $ 100.00

Past Due Balance

Detach Upper Portion And Return With Payment

Account #: 2356984563225
Any Public Library

Total Due: $ 100.00

This is an attempt to collect a debt and any information
obtained will be used for that purpose.

We notified you approximately three weeks ago that you had an overdue balance with the Any Public Library. To date, the Library has not yet notified us that you have cleared your account.

Should you ignore this notice, we want to bring certain facts to your attention. We may request permission from the Library to report this debt to national Credit Reporting Agencies. Notice of your non-payment may be made available to credit grantors and others who may seek your credit history. Once reported, this adverse information can stay on your record for up to SEVEN YEARS. Why allow this to happen?

We feel sure you will agree that response is the best solution. If you have additional past due materials, they can be returned to any location of the Any Public Library. If you have misplaced the material, or if you have returned the material and have not yet paid your fines, please send your check or money order in the amount of $100.00. Cash payment cannot be accepted by mail.

If you have any questions, please call (555) 123-4567 during regular business hours.

Charles L. Gary
Collection Manager

Unless you notify this office within 30 days after receiving this notice that you dispute the validity of this debt or any portion thereof, this office will assume this debt is valid. If you notify this office in writing within 30 days from receiving this notice, this office will obtain verification of the debt or obtain a copy of a judgment and mail you a copy of such judgment or verification. If you request this office in writing within 30 days after receiving this notice, this office will provide you with the name and address of the original creditor, if different from the current creditor

BOUNIQ10002

119 East Maple Street
Jeffersonville IN 47130-3541
RETURN SERVICE REQUESTED

UNIQUE National Collections

September 16, 2002

Any Public Library
Attn: Circulation
456 Any Street
Anytown US 12345

283755-003
To the Parents/Guardian of:
Jane Doe
119 East Maple Street
Jeffersonville IN 47130

Account # 2356984563225
Amount. $ 100.00

Past Due Balance

Detach Upper Portion And Return With Payment

Account #: 2356984563225
Any Public Library

Total Due. $ 100.00

This is an attempt to collect a debt and any information
obtained will be used for that purpose.

The Any Public Library has notified us that you have responded recently to reduce your past due balance that we recently rote you about. The Library has asked us to contact you again because there is still a $100.00 past due balance.

The $100.00 owed is still an open collection account that must be resolved to clear your record. If you are unable to pay the entire amount, please contact any location of the Any Public Library. They will be happy to work with you to resolve this debt over time.

If the Any Public Library does not hear from you, they will have no choice but to assume you do not plan to resolve the outstanding debt. I urge you to send your check or money order in the amount of $100.00 to Any Public Library, Attn: Circulation, Anytown, 456 Any Street, US 12345. On your check please reference account no. 2356984563225.

If you have any questions, please call (555) 123-4567 during regular business hours.

Charles L. Gary
Collection Manager

Unless you notify this office within 30 days after receiving this notice that you dispute the validity of this debt or any portion thereof, this office will assume this debt is valid. If you notify this office in writing within 30 days from receiving this notice, this office will obtain verification of the debt or obtain a copy of a judgment and mail you a copy of such judgment or verification. If you request this office in writing within 30 days after receiving this notice, this office will provide you with the name and address of the original creditor, if different from the current creditor.

Jeffersonville IN 47130-3541
RETURN SERVICE REQUESTED

UNIQUE National Collections

September 16, 2002

Any Public Library
Attn. Circulation
456 Any Street
Anytown US 12345

283755-004
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Detach Upper Portion And Return With Payment

Account #: 2356984563225
Any Public Library

Total Due: $ 100.00

This is an attempt to collect a debt and any information
obtained will be used for that purpose.

Your account is now in our Credit Reporting Department. Your name may be reported to the nation's largest Credit Reporting Agencies. Notice of non-payment may be made available to credit grantors including car dealers, finance companies, banks, department stores and others who may seek your credit history. Once reported, this adverse information can stay on your record for up to seven years!!! Why allow this to happen?

Return past due materials to any Any Public Library location and pay the outstanding fines/fees. If you have misplaced the materials, or if you have returned the materials and have not yet paid your fines, please mail your check for $100.00 to: Any Public Library, Attn: Circulation, 456 Any Street, Anytown, US 12345.

If you are unable to pay the entire amount, contact Any Public Library at (555) 123-4567.

Charles L. Gary
Collection Manager

Unless you notify this office within 30 days after receiving this notice that you dispute the validity of this debt or any portion thereof, this office will assume this debt is valid. If you notify this office in writing within 30 days from receiving this notice, this office will obtain verification of the debt or obtain a copy of a judgment and mail you a copy of such judgment or verification. If you request this office in writing within 30 days after receiving this notice, this office will provide you with the name and address of the original creditor, if different from the current creditor.

BOLNIQ10004

DELINQUENT REVENUE SECTION
OFFICE OF THE TREASURER & TAX COLLECTOR
CITY AND COUNTY OF SAN FRANCISCO
Street Address #1 Dr. Carlton B.Goodlett Place, City Hall, Room 110, San Francisco, CA 94102
Mailing Address: P.O. Box 7426, San Francisco, CA 94120-7426

SUSAN LEAL
Treasurer

GEORGE PUTRIS
Tax Administrator

February 14, 2003

MARGARITA'S TEST
1111 SOMEWHERE
LOS ANGELES CA 90032

RE: YOUR CREDITORS
ACCOUNT NO: 68670600128
DATE:11-04-84

AMOUNT DUE: $ 124.67

NOTICE OF DELINQUENCY

Your account has been referred to this office for collection.

To avoid further collection, you should pay this amount immediately or contact this office within ten (10) days to provide a valid reason for non-payment, or to exercise any appeal right. If this office does not receive payment or a response within ten (10) days, from the post-marked the claim is assumed valid, and we shall proceed with enforced collection as authorized pursuant to the San Francisco Administrative Code, Section 10.39. Additional collection fees will continue to accrue accordingly.

To insure that you receive proper credit, please include the bottom part of this letter with your check or money order.

Questions concerning this claim should be directed to this office between the hours of 8:00 A.M. to 5:00 P.M., Monday through Friday.

Respectfully yours,

- -

Cecilia Wood
Bureau of Delinquent Revenue
(415) 554-4418

27

MARGARITA'S TEST
1111 SOMEWHERE
LOS ANGELES CA 90032

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0001000000271001461340000000011460

DELINQUENT REVENUE SECTION
OFFICE OF THE TREASURER & TAX COLLECTOR
CITY AND COUNTY OF SAN FRANCISCO
Street Address: #1 Dr. Carlton B Goodlett Place, City Hall, Room 110, San Francisco, CA 94102
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SUSAN LEAL
Treasurer

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Tax Administrator

February 14, 2003

MARGARITA'S TEST
1111 SOMEWHERE
LOS ANGELES CA 90032

27

RE: YOUR CREDITORS
ACCOUNT NO: 68670600128
DATE: 11-04-84
AMOUNT DUE: $ 124.67

FINAL NOTICE OF DELINQUENCY

You were given ample opportunity to clear your account. Since you did not respond to our initial notice, your debt is assumed valid, and appeal rights waived. We will further assume that you are evading payment of the the balance due. Therefore, we are informing you that this office will either initiate legal action or refer your account to a licensed collection agency to protect the interest of the City and County of San Francisco. This action may affect your credit. Additional collection fees will continue to accrue accordingly.

Enforcement of judgment remedies include, but not limited to, wage garnishment, levy of bank accounts and personal property, recordation of abstract of judgment in any county where you may own property, and offset of your state income tax refund. This judgment lien will be a public record and may be inspected by credit agencies, and other interested parties. This judgement will accrue interest and costs.

To avoid additional expense due to continued collection, litigation or direct contact by a licensed collection agency, please send your remittance today. Please include the bottom part of this letter with your remittance for proper credit.

Questions concerning this claim should be directed to this office between the hours of 8:00 A.M. TO 5:00 P.M., Monday through Friday.

Remit payment to: Delinquent Revenue Section, P.O. Box 7426, San Francisco CA 94120-7426.

Respectfully yours,

- -

Cecilia Wood
Bureau of Delinquent Revenue
(415) 554-4418

MARGARITA'S TEST
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LOS ANGELES CA 90032

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Wall of Library Heroes

The San Francisco Public Library wishes to create a *Wall of Library Heroes* to honor its history and the citizens who believed in the importance of a great public library system to the intellectual, cultural, political, educational and economic development of this City *and did something about it.*

The Wall

The Larkin Street entrance to the New Main Library, just inside the first set of doors and before the second set, on the long curved wall, will serve as the new ***Wall of Library Heroes***.

Starting at the left side under the first up-light, there will be a series of plaques, which, over the decades, could wrap around the room. Each could be a 3 foot by three foot square, matching the size of the existing squares of Sierra white granite currently on the walls. Simon Martin-Vegue Winkelstein and Moris, architects involved in the building of the New Main, are developing a coherent design proposal for the plaques, including type, layout, style and materials. They will present their proposals to the Library Commission for approval. The Friends & Foundation have generously agreed to underwrite the project costs.

Library Heroes & History

The first plaque is for the dedication of the New Main library to those heroes who made this building possible. Over the decades, a handful of civic leaders waged a tireless campaign for bigger budgets, more books, new facilities, a new Main library, professional staff, expanded and diverse programs. They organized politically, raised money and fought tirelessly against the odds year after year. It is intended to be an ode to those who dreamed big and worked tirelessly to create something tangible for future generations. It also gives thanks to the people of San Francisco for their faith and support.

This is not a naming of the building but a dedication, honoring those who made it happen. Many believe that it would not be appropriate to name the Main Library after any individual or organization. But it is appropriate and important to dedicate the building to those who made it happen so history is recognized and future generations can understand the linkage between quality of life and civic leadership.

The second and subsequent plaques will tell the library's history, generally through very short stories, based on key dates. The initial set starts with the creation of the library system in the late1870s and ends in early 2003 with the creation of this Wall of Library Heroes. The content leans heavily on the excellent library history written by Peter Booth Wiley in his A Free Library in this City. Since the Dedication Plaque focuses on the last 50 years, these initial history plaques will also take the same emphasis.

The library will maintain this history of the library as part of an online database that will make it available more widely and allow for use with talking text and related applications for the visually impaired. Over the decades, future Commissioners may add additional plaques with milestones as the library system grows, serves the city and its people and new generations of heroes emerge.□

Keepers of the Dream

Our free public library is a cultural institution unlike any other.

Inside is the history of the world, our greatest literature, ideas to strengthen our democracy, insights into science and business. It is a house of books and an electronic discovery center. You can travel to the stars or inside an atom, sail on a pirate ship or take any journey of the imagination. It is a magical place for children, a workroom for writers, a treasure chest for scholars. It is an educational and cultural resource. It reflects and respects our social diversity. It is a champion of intellectual freedom. It is this and more.

Yet the library is fragile, depending on elected officials who care, the good will of voters, the talent of its staff and citizens who understand its purpose and champion its cause.

The San Francisco Public Library struggled from the beginning, its history a mixture of inspired leadership and long periods of civic disinterest.

In the late 1950s, after years of decline, the
San Francisco Public Library found its modern day angels.

Imbued with civic spirit, a group of citizens demanded change. A great city, they argued, needed a great public library system. They dreamed big and worked tirelessly to create something tangible and important for future generations.

Their struggle lasted 40 years.

Charming or feisty, depending on the situation, often audacious, sometimes controversial, they made all the difference.

Many shared the dream and worked to achieve it. We honor them and thank the people of San Francisco for their faith and

support. A few of the names and some of the history are inscribed on this Wall of Library Heroes.

We also offer special recognition to three for extraordinary leadership, vision, and tenacity, inspiring others to join the cause. This trio led the effort through the decades, never losing hope, never accepting defeat, never forgetting the dream:

Marjorie G. Stern
Mary Louise Stong
Margaret 'Mig' Mayer

This building is hereby dedicated to their civic spirit, their selfless leadership, their devotion to the ideals of a public library, and to the passion that made them keepers of the dream.

We are grateful.

Willie L. Brown, Jr.
Mayor

San Francisco Public Library Commission
Charles A. Higueras
President
Carol Steiman
Vice President
Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

April 4, 2003

DOCUMENTS DEPT.

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SAN FRANCISCO
PUBLIC LIBRARY

SF
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4/03

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

Villie L. Brown, Jr.
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resident

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, March 4, 2003 (as approved April 1, 2003)

The San Francisco Public Library Commission held its regular meeting on Tuesday, March 4, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:04PM.

The following members were noted present: Commissioners Coulter, Higueras, Streets and Strobin. Commissioners Bautista, Chin, and Steiman were excused attendance.

AGENDA ITEM #1 APPROVAL OF THE FEBRUARY 4, 2003 MINUTES

Public comment on AGENDA ITEM #1 APPROVAL OF THE FEBRUARY 4, 2003 MINUTES

Anonymous member of the public found these Minutes eviscerated of meaning citing a page 7 public comment that this person felt contradicted their expression of regret concerning the staff explanation of reasons for eliminating the Easter closure of the Library and a page 11 discussion of the rationale for the Collection Recovery Program lacking any valid comparisons. Mr. Peter Warfield commented that the Minutes would be improved by a more detailed discussion of the Page issue, noting that he would prefer his page 3 comment on to emphasize that Pages were "vitally " important. Regarding the discussion of the Collection Recovery Program, Mr. Warfield criticized the use of Unique Management and questioned whether or not there would be impact on users' credit rating. Mr. Warfield additionally noted concerns about user privacy resulting from the Library's use of time-out software.

Commission discussion of AGENDA ITEM #1 APPROVAL OF THE FEBRUARY 4, 2003 MINUTES

President Higueras suggested that the anonymous member of the public's comments concerning the revision of the Holiday Closure Policy be amended to reflect their intent more clearly.

MOTION: by Commissioner Streets, seconded by Commissioner Coulter for approval of the Minutes of February 4, 2003 as amended.

ACTION: AYE 4-0 (Coulter, Higueras, Streets, and Strobin)

President Higueras announced a reordering of the meeting agenda moving Agenda Item #2 to 7th, Item #3 to 6th, Item #4 to 2nd, Item #5 to 3rd, Item #6 to 4th, and Item #7 to 5th, and the remaining items in their posted order.

AGENDA ITEM #4 LIBRARY 2003/04 BUDGET REPORT (Taken up 2nd)

Library Finance Director George Nichols provided the Commissioners with a detailed overview (copy attached of the Library's proposed 2003/04 Budget. Mr. Nichols reported that the Budget was balanced as adopted and called the Commissioners' attention to a correction to line item #57 in the contingency plan as being a Library technician I rather than a Library Technician II. Mr. Nichols then discussed the underlying fiscal crisis that resulted in new Budget Instructions from the Mayor requiring preparation and adoption of an additional 5% contingency reduction plan by all City departments and outlined the proposed additional 5% contingency reduction plan proposed by staff. The Library's Finance Director noted that these plans did not eliminate services or programs but did reduce positions and discussed what these would be. The Finance Director concluded his presentation noting that these contingency plans would only go into effect in the worst case scenario

Public comment on AGENDA ITEM #4 LIBRARY 2003/04 BUDGET REPORT

An anonymous member of the public pointed out that other City Departments faced the reality of actually making budget cuts and wondered how the interplay of revenues deriving from property taxes and General Fund sources could impact the Library in specific ways. This person suggested such a breakout report would be instructive and useful. Mr. Peter Warfield expressed disappointment that reductions in the book budget remained in the contingency plans but was glad they were not at the top of the list. Mr. Warfield additionally expressed disappointment that books and more open hours were not given greater priority in budget plans and questioned if the elimination of the Chief of IRMO position might not impact acquisition of materials. Ms. Deetje Boler noted a broader perspective on the Budget issues noting that the diversion of tax dollars to war resulted in budget cuts. She expressed concern that the budget problems would impact the retention of older books in the collection and limit ability to replace older books.

Commission discussion of AGENDA ITEM #4 LIBRARY 2003/04 BUDGET REPORT

In response to a query by Commissioner Coulter, Mr. Nichols outlined steps taken by staff to minimize the likelihood of any reduction in the book budget. The City Librarian reported that staff had carefully considered the proposed reductions and that book budget reductions were far down on the list of things to be cut. Ms. Hildreth clarified that the proposed cut of the Chief of IRMO position resulted from its soon becoming vacant with the retirement of the current Chief, Roberto Esteves. Mr. Nichols noted that, while hopefully never implemented, this process was not just an empty exercise but provided library staff with an opportunity to understand and evaluate how to minimize public service and operational impacts, and preserve the book budget in difficult budget environment. The Finance Director noted that the proposal struck a reasoned balance and that any proposed book budget cuts were far down on the list. Commissioner Coulter emphasized his concerns with the Library's vulnerability to criticism about reductions in book budgets and expressed

concern with the impact of reductions in personnel. The City Librarian noted that any reduction in the book budget was 46th on a 73 item proposed reduction list. Commissioner Coulter suggested making it last as a statement of values. In answer to a question by President Higueras, Mr. Nichols suggested that the full impact of the ongoing budget crisis might not be fully clear until September. The City Librarian reported that, when the amount of the overall City Budget shortfall becomes known, then the Library could be asked to implement the already prioritized reductions to meet an identified number. She reiterated that it was unknown when or if any of these reductions might have to be made but that a clearer picture should emerge by May. In response to a question by Commissioner Streets, the City Librarian indicated that some of the positions on the contingency reduction list were filled and some were not. Commissioner Coulter expressed regret that the Library would be losing the talents of Mr. Esteves, who had contributed so significantly during his decades of outstanding service, upon his retirement. Ms. Hildreth informed President Higueras that Mr. Esteves would retire on June 30th.

MOTION: by Commissioner Coulter, seconded by Commissioner Streets for approval of the additional 5% contingency reduction plan for the 2003/04 Library Budget as revised with book budget reductions last on the list.

ACTION: AYE 4-0 (Coulter, Higueras, Streets, and Strobin)

AGENDA ITEM #5 2003/04 BUDGET (taken up 3rd)

Mr. George Nichols presented the Commissioners a report (copy attached) outlining proposed augmentations to the Library's 2003/04 Budget that he identified as being much more likely to occur than the contingency reduction plan that the Commissioners had previously approved. The Library's Finance Director discussed favorable recent revenue reports prepared by the Office of the Controller that indicated that any shortfalls in City General Fund based Prop. E (Library Preservation Fund) monies were being offset by increases in revenues deriving from property taxes. Mr. Nichols called attention to a net revenue gain of $168,000 over previous estimates combined with reductions in anticipated substitution and step adjustment costs that had resulted in a $1.393 million increase over the baseline budget. Mr. Nichols additionally noted that given the economic climate salary increases were unlikely in the next year and that these facts taken together encouraged staff to recommend that the Commission approve budget change augmentations to the proposed budget. The Library Finance Director's recommended argumentations were: 1st making the already benefited Library Pages permanent: 2nd, adding $26, 000 to the Book Budget for a total $5.688 Book Budget; 3rd, a short list of BCP (budget change proposals) described in attachment C; 4th, shifting identified costs from the Library's Budget Reserve to the operating budget in order to increase the funds in the reserve to $2.3 million against future needs. Mr. Nichols called attention to funds included in the proposed changes to fund start up of the Collection Recovery Program and reiterated the details of his four proposed budget augmentations.

Public comment on AGENDA ITEM #5 2003/04 BUDGET (taken up 3rd)

An anonymous member of the public noted that funds for video monitors for use by the Commissioners were included in the budget and pointed out that the book budget paid for a

The number of members of the public who spoke anonymously at this meeting. 1

wide variety of materials rather than just for books. This individual additionally noted that that the cost of books increased each year, wondered as to how the book budget was broken down, and urged that expenditures be prioritized to reflect what needs to be done in a very complex budget. Mr. Ed Regan found the report well done but requested a clarification of the amounts of spending on books requesting total dollar figures for fiction, non-fiction, and encyclopedias. Mr. Peter Warfield thanked Commissioner Coulter for his comment on books, but found the proposed book budget puny in the overall Library Budget. Mr. Warfield suggested that other items included were not a priority. Mr. Warfield additionally decried the choice of Unique Management and the Collection Recovery Program as a mistake. Ms. Sue Cauthen, member of the Council for Neighborhood Libraries, also commended Commission Coulter's comments on books, noted that the public wanted more books, that technology was also important, and urged that expenditures be 2/3 on books and 1/3 on other materials. Ms. Deetje Boler concurred with previous speakers concerning more expenditures for books and called attention to a number of technology related items such as additional self-check out machines, security systems, media display support and a digital camera that she felt were not as high a priority. Ms. Boler noted that in some cases these items replace services provided by staff and opposed any substitution of automation for services by library employees.

Commissioner discussion of AGENDA ITEM #5 2003/04 BUDGET (taken up 3rd)

In response to questions by Commissioner Coulter, Ms. Hildreth discussed ongoing efforts to work with the City's Department of Human Resources (DHR) to expedite shifting the benefited Pages to permanent status. The City Librarian noted that the Union was still seeking additional changes that would grant all of the Pages permanent status. The City Librarian next discussed the public service benefits provided by the ever improving self-check out machines and pointed out that many library users preferred to check out their own materials. Additionally, she noted that the machines facilitated increased circulation with additional staff. Roberto Esteves, Chief of IRMO then briefly outlined proposed improvements in Staff net that would improve its usability and reduce library staff's need to replace outdated paper materials. In answer to a question by Commissioner Streets, Mr. Nichols outlined the benefits of shifting some expenditures from the Library's Budget Reserve to the Operating Budget.

MOTION: by Commissioner Strobin, seconded by Commissioner Coulter for approval of the budget change augmentations for the 2003/04 Library Budget as proposed.

ACTION: AYE 4-0 (Coulter, Higueras, Streets, and Strobin)

AGENDA ITEM #6 COLLECTION RECOVERY PROGRAM (taken up 4th)

City Librarian Susan Hildreth presented a detailed report on the proposed Collection Recovery Program (copy attached) including copies of letters of reference from other libraries that had used Unique Management to improve their materials recovery efforts as requested by Commissioners. It was noted there were no negative reports from any

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

library that had used this collection recovery program and that significantly improved levels of materials return were reported by all users. Ms. Hildreth called the Commission's attention to the approximately $600,000 in materials lost by the Library each year and recommended that the Commission act to recommend that the Board of Supervisors approve the Library charging a $10 fee to fund the cost of the collection recovery program. She then introduced Roberto Esteves, Chief of IRMO, who discussed the critical importance of getting materials returned and keeping the library's books and materials in circulation. Mr. Esteves highlighted the positive experience of other libraries in using the Unique Management collection recovery program and clarified that the library did not collect social security numbers, the principal means used to report delinquency to a credit reporting agency.

Public comment on AGENDA ITEM #6 COLLECTION RECOVERY PROGRAM (taken up 4th)

An anonymous member of the public disagreed with Mr. Esteves comments and suggested that while this person may have sympathy for the need to get materials returned this proposal would disportionately impact the poorest of the Library's users for what this person saw as very little benefit. Mr. Ed Regan expressed mixed emotions concerning this proposal noting that it was important to get materials back and inquired regarding the losses of books by category of fiction and non-fiction. Mr. Regan asked if these lost items were being checked out or just being taken. Mr. Regan also inquired if the age of the persons taking materials and not returning them was known. Mr. Peter Warfield expressed concern at the loss of books but was disappointed that other alternatives were not being considered. Ms. Deetje Boler echoed the concern about the loss of books but reminded the Commissioners that the Board of Supervisors had previously rejected use of a consumer model for the library. Ms. Boler expressed the hope that shame at keeping overdue materials would encourage their return and recommended other ways be considered to solve the problem. Ms. Boler also requested information on materials checked out and not returned and those taken.

Commission discussion of AGENDA ITEM #6 COLLECTION RECOVERY PROGRAM (taken up 4th)

In response to a query by President Higueras, the City Librarian noted that children were not charged fines and that if materials were not returned their parents were contacted. In answer to questions by Commissioner Coulter, Mr. Esteves recounted some of the many positive experiences other libraries had since implementing collection recovery programs using this model. Ms. Hildreth concurred that the recovery of materials rather than generating money was the primary purpose of creating such a program and noted that the Tax Collector was legally empowered to go after those not returning materials if the Library did not institute a program to do so. In response to additional questions by Commissioner Coulter concerned at the magnitude of an annual $600,000 in materials lost to the collection, the City Librarian discussed tracking materials checked out and not returned or just missing from collections, noting that there was a combination of non-return and theft occurring. She also noted that

losses from branch collections varied. Deputy City Librarian Paul Underwood pointed out that only 13 of 26 branches had theft detection systems. Commission Streets expressed support for the program and wondered what could be done to convince the Supervisors of its necessity; suggesting that the Tax Collector's assistance be sought to gain the program's approval. Ms. Hildreth noted that all City Departments were being exhorted to take every possible step to preserve City assets in view of the ongoing budget problems.

MOTION: by Commissioner Streets, seconded Commissioner Strobin to recommend to the Board of Supervisors approval of a $10 fee to fund a collection recovery program.

ACTION: AYE 4-0 (Coulter, Higueras, Streets, and Strobin)

President Higueras called a brief recess at 5:59PM
The Commission returned to session at 6:08PM.

AGENDA ITEM #5 MAIN LIBRARY PLAQUES (taken up 5th)

Commissioner Coulter presented a brief report (copy attached) outlining the background of his proposal for a "Wall of Library Heroes" at the Larkin Street entry to the Main Library to honor citizen activists' dedication, civic spirit, and hard work that had sustained and supported San Francisco's public libraries during the past 50 years, calling particular attention to the work of the 3 M's, Marjorie Stern, Mary Louise Stong, and Margaret "Mig" Mayer. Commissioner Coulter suggested that Carlotta del Portillo's appellation "Keepers of the Dream" entitle a dedicatory Plaque accompanied by a series of plaques to be funded by the Friends & Foundation outlining the Library's colorful history from its early days to the present and leaving space for additional plaques to record future history. Commissioner Coulter then introduced Alice Beneicke of SMWM, the Main Library's Associate Architects, who presented several options for proposed designs for the plaques.

Public comment on AGENDA ITEM #5 MAIN LIBRARY PLAQUES (taken up 5th)

An anonymous member of the public commented that it was appropriate to honor citizen activists who did not give up and noted in the aftermath of the Civil War aging veterans of that struggle, as they diminished in number, came together to honor their shared past. This person also recounted a recent encounter with former Library Commissioner Ed Callanan and cited author Margaret Mitchell's observation, "Nothing is really gone with the wind, everything really comes back". Mr. Ed Regan found the proposal a good idea. Mr. Peter Warfield found the proposal a good idea in principle, liked the wording of the plague, but expressed concern that the design might interfere with what he understood to be other plans for the entry area.

Commission action on AGENDA ITEM #5 MAIN LIBRARY PLAQUES (taken up 5th)

Commissioner Coulter observed that if approved the dedicatory plague would be in place in time to honor the 3 M's at the Annual Library Laureates Dinner in April.

MOTION: by Commissioner Coulter, 2nd by Commissioner Strobin to approve the proposal to create a "Wall of Heroes" of commemorative plaques to be located in the Larkin Street entrance of the Main Library and approve the placement and design of a dedicatory plaque honoring those who made significant contributions in the decades long effort to build the new Main Library.

ACTION: AYE 4-0 (Coulter, Higueras, Streets, and Strobin)

AGENDA ITEM #3 STRATEGIC PLAN UPDATE (taken up 6th)

City Librarian Susan Hildreth presented an overview and update of Library strategic planning activity (copy attached) and detailed the next steps in this process. Ms. Hildreth then introduced Library Consultant Gail McPartland, who discussed how the PLA (Public Library Association) revised "Planning for Results" model had been adapted and applied to finding strategic planning excellence for the Library. Ms. McPartland noted that the model of excellence would be determined by the people of San Francisco and discussed the ways it could be achieved. The Library's consultant then reported on a February 19th planning meeting and discussed subsequent evaluation by staff and community focus groups to identify strengths and weakness in addressing community needs and find ways to express the shared visions that had been identified. The next planning meeting was reported scheduled for April 23 with library staff to prepare goals and agendas to meet the identified needs.

Public comment on AGENDA ITEM #3 STRATEGIC PLAN UPDATE (taken up 6th)

An anonymous member of the public remarked that the comments concerning excellence said nothing about really helping people, noting that previous Library strategic plans had been amorphous. This person suggested that any plan should be designed to benefit people, emphasize connections to community and its heritage, and evolve into measurable means of accomplishment. Ms. Marsha Popper, Council for Neighborhood Libraries, and participant in the Strategic Planning Community group, cited the dedication of those working on the plan and recommended that 13 specific services including among them cataloging acquisitions, preserving and making available materials should also be considered as the planning develops. Mr. Peter Warfield decried the absence of mention of books in the strategic planning discussions. Mr. Warfield questioned how this planning effort related to previous strategic planning and asked where those with general issues concerning the Library would have opportunity to express their concerns.

Commission discussion of AGENDA ITEM #3 STRATEGIC PLAN UPDATE (taken up 6th)

In response to questions by President Higueras, Ms. Hildreth outlined the next steps in the strategic planning process with the draft plan ready in June or July '03. The City Librarian proposed to report back to the Commission following the next planning meeting and emphasized that books were implicit in all of the discussions of materials in the services planning. Commissioner Coulter saw merit in Ms. Popper's points and suggested a more robust discussion of books. Commissioner Coulter citing the 1989 Strategic plan suggested both broad and specific goals noting that that Plan had called for efforts to see that every school child in San Francisco had a library card for example. The City Librarian pointed out that the planning efforts were focused on finding ways for staff to focus investment in serving the print and non-print needs of the public.

President Higueras announced that due to the imminent loss of its quorum at 7PM the Commission would table the remaining agenda items and go immediately to Public Comment.

AGENDA ITEM #11 PUBLIC COMMENT (taken up 7th)

An anonymous member of the public citing a comment by Commissioner Bautista concerning the Fuhrman Fund suggested that the lesson this person had learned from a decade of controversy was that the public was not entitled to an accounting. The person questioned why so many forces of capital/money, bureaucracy, and institutional defensiveness had to be overcome to achieve accountability for the Fuhrman Trust. Mr. Ed Regan recommended that libraries be open from 6AM until Midnight, seven days per week, every day of the year. Mr. Regan additionally suggested that comfortable chairs as well as tables to be used to read while standing be provided at the Main Library and in the branches. Mr. Peter Warfield thanked the commissioner and the City Librarian for their remarks concerning books and asked why the quorum was being lost at 7PM. Mr. Warfield again expressed concerns that people's credit would be damaged by the Library's use of a collection recovery program, and citing sample letters from Unique included in the agenda material questioned if individual's credit would be damaged.

Commission response to AGENDA ITEM #11 PUBLIC COMMENT (taken up 7th)

City Librarian Susan Hildreth noted that it was possible that some individuals with delinquent accounts could have information about that delinquency reported to a credit agency.

AGENDA ITEM #15 ADJOURNMENT

MOTION: by Commissioner Streets, seconded by Commissioner Strobin that the meeting be adjourned.

ACTION: AYE 4-0 (Coulter, Higueras, Streets, and Strobin)

The meeting was adjourned at 7:01PM

Michael Housh, Commission Secretary 3/18/03 - revised 3/28/03

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

Library Commission meeting of March 4, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Appendix A

Library Commission meeting of March 4, 2003

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Appendix A

Library Commission meeting of March 4, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 4, 2003

Item 1:
Approval of the Minutes: February 4, 2003

"I assume that there is no change in the order of the agenda.

I have finally figured out that the secretary's refusal to use singular pronouns is gender politics. He is correct that if people consistently refuse to use gender specific pronouns, eventually they will die out. There should be an annotation so that know it is not a mistake.

There are three examples of my statements being eviscerated.

Regarding the statement that few Christians resulted in less interest in honoring Easter. That is what I had understood the Assistant City Librarian to say. My comments were the opposite.

Under the collection recovery program, I was trying to make the point that there should be valid comparisons before you undertake it.

Under public comment, I was trying to summarize my twenty-eight years of attending these meetings. This is a classic example of using a collection of errors to remove any meaning."

Appendix A

Library Commission meeting of March 4, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 4, 2003

Item 3:
Library Strategic Plan Update Report

"I just want to say a few words about the description of excellence here and sit down.

We went through a strategic planning process before and one of the problems was that it was just a little too amorphous. Part of the reason can be found in what is described as the parameters of excellence.

There is nothing here about helping people. It says that excellence is local, does not depend on size and is not really achievable.

That is a description of something that is not quite there. I think we want to start out with the idea that we are going to benefit people. We are going to provide them with a connection to their history, their community, their literature and their heritage. All of those kinds of things might later be measurable.

We want to have a strategic plan that will be successful when we implement it."

Appendix A

Library Commission meeting of March 4, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 4, 2003

Item 4:
Library 2003/04 Budget

"I am chagrined that we are told this is a highly fluid situation, but we only have a memorandum that was produced two and one-half weeks ago.

I hopes this gives us serious pause due to the fact that other departments are looking at these contingency plans with a view of hard reality. The beneficial situation that the library is in is a stark contrast to other departments.

One thing that is not made specific is the interaction of baseline funds and property tax revenues. It is assumed that baseline funds are dropping and that property revenues are making up the loss. That would have been both instructive and had an impact in discussions in other fora.

I recommend that the commission ask for exactly that kind of breakout. Whether it is good news or bad news it is something that the public and you ought to be interested in."

Appendix A

Library Commission meeting of March 4, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 4, 2003

Item 5:
Library 2003/04 Budget

"Your monitors have been confiscated to dramatize the need for your new flat-screen monitors.

I am enough of a veteran to know what is referred to as the book budget here is actually the book and materials budget and represents a wide range of media. Those media increase in price at their various rates. We are increasing the book and materials budget by three percent and it is a very good year when the prices go up only that amount.

We would like to see the breakdown of those various media and what the effect of budget allocation is.

If we are buying less because the prices have gone up more than our increase, we might want to know that. We certainly might want to know that before we decide to buy new monitors for the commission to use twice a month."

Appendix A

Library Commission meeting of March 4, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 4, 2003

Item 6:
Collection Recovery Program

"I was as bowled over as everyone else by the eloquence of Mr. Esteves' comments.

Mr. Esteves spoke of two principles: One, the principle of the function of getting the books out to the readers and, second, the principle of not burdening the staff with an onerous task. I am in sympathy with those principles.

I am cognizant of a third principle of assure that all of our citizens, even the poorest among us have the same kind of access to those books and the free circulation of that information.

I believe that the primary argument against this program is that it impacts the poorest among us most dramatically and it is that differential impact which is the unacknowledged factor here.

If we look at the dollars it is a very puny benefit for what is a dramatic change in outsourcing one of the most delicate of our functions."

Appendix A

Library Commission meeting of March 4, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 4, 2003

Item 7:
Main Library Plaques

"There cannot be too many honors bestowed on an engaged citizenry who never gave up although some people regarded them as, as Commissioner Coulter says, 'a pain in the butt.'

There is a sense in which the history of the thing overpowers the issues. When I was young there were still reunions of Civil War veterans and towards the end the Confederate soldiers and the Union soldiers had mutual reunions.

Finally we are a part of the human stream of things and history teaches us all of the same lessons ultimately.

I recently bumped into Ed Callanan, who made a legendary contribution to this institution. We stopped and he said some nice things about me. They weren't true and he didn't mean them, but he was trying to be nice.

It is the engagement that is to be honored not any particular issues. So I want to add my gratitude to these honorees."

Appendix A

Library Commission meeting of March 4, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 4, 2003

Item 11:
Public Comment

"Thank you for your foresight in calling for this agenda item.

Ms. Bautista made what she must have considered an off-hand comment that the public is entitled to an accounting of the Fuhrman Fund.

I acknowledge that I have kind of run it into the ground.

The reason for my interest is precisely because the lesson of the Fuhrman Fund controversy over the period of a decade is that the public entitled to an accounting.

It would be instructive to know why that is so. Why are the forces allied against accountability able to overwhelm accountability in our society.

You are aware of my pet reasons having to do with the force of capitalism, the political influence of money and that sort of thing. But if you go a little further, you can talk about bureaucracy, institutional defensiveness, etc.

The real point is about the place of accountability in our society."

Send SCARVE/S to arrive by March 7, 2003 to:

Women's Peace Vigil
733 15th Street NW
Suite 507
Washington, DC 20005

Knit For Peace

The Women's Peace Vigil held in front of the White House since November 17, 2002 will culminate on March 8, 2003 International Women's Day, in a massive Peace March. On that day we will surround the White House and encircle it with a long PINK scarf, created from pieces made by women throughout the nation.

Please get involved! Here is what you can do:

- Form a group to knit or crochet a section of this scarf or knit your own to be joined with others in Washington D.C. Men are welcome to participate! Scarves should be pink, at least 12 inches wide and as long as possible. This is a work in progress so feel free to exercise your creativity. A group should join individual pieces of work together before bringing or sending their completed work to Washington DC. Individuals will be assisted in finding a local group to join or may send their work to the Code Pink Washington DC office before March 8.

- Come to the DC Women's Peace March on International Women's Day, March 8, 2003. Bring your scarf and be a part of this circle making an urgent call to stop a war on Iraq.

For information on Knit For Peace, contact Cissy Sims: cisims@yahoo.com

For more information on the Women's Peace Vigil at the White House, contact: women@unitedforpeace.org, visit www.codepink4peace.org or call the DC office at: 202-393-5016

www.globalexchange.org

San Francisco Public Library
Strategic Planning

Community Planning Committee
February 19, 2003

Present: Luis Calderon, Hon. Steve Coulter, Alan D'Souza, Bill Hollabaugh, Jane Hudson, Elizabeth Juarez, John Kenny, Doug King, Judith Lujan, Marcia Popper, Hon. Carol Steiman, Joan Walton, Blaine Waterman, Jensa Woo, Norman Yee, Monique Zmuda

SFPL Observers: Susan Hildreth, Paul Underwood, Toni Bernardi, Marcia Schneider, Roberto Estevez, Mary Hudson

Facilitator: Gail McPartland

Planning for Results

Members received background information on the *New Planning for Results* model of strategic planning as endorsed by the national Public Library Association. The model, based on a book written by Sandra Nelson, is based on the principle that all public libraries can attain excellence in three areas:

1. Excellence must be defined locally. It results when library services match user needs, interests, and priorities.
2. Excellence is possible for both small and large libraries. It rests more on commitment than on unlimited resources.
3. Excellence is a moving target Even when achieved, excellence must be continually maintained.

In choosing this model, San Francisco Public Library is NOT creating a 'cookie cutter' vision of a public library, i.e. a library based on needs and desires of other communities. Rather, the library is defining a local measure of excellence which will be tailored to the San Francisco community.

Visioning Statements

Member where asked to describe the ideal San Francisco community of the next ten years. These visions of the community in the coming years will be the foundation of the strategic plan as services and priorities will be crafted to help create the vision.

Group A

Children and families

- "Support Systems" exist for child care and child activities
- Leads to functional. healthy family, implies healthy citizens

- Well-adjusted, educated next generation

Homeless
- Services exist and reach those who need it. e.g. mental health issues. drug/substance abuse, and education/training
- All benefit from better citizens, cleaner and safer streets, more aesthetic

All
- Community supports arts-cultural diversity
- Supports nature of San Francisco, e.g. culinary Mecca, beautiful city, creative, progressive and economic benefit (tourism)

Elderly/Disabled
- Will receive home and community-based services
- Remain independent, keep dignity, e.g. access to Web a great way to stay connected
- Better, active citizens

Cyclists/Pedestrians/Greens
- More paths, more public alternative transportation, clean energy
- All benefit from beautiful city, healthy people

Group B

All – Housing is safe, appropriate and affordable. Reduce homelessness and retain a diverse (socio-economic) population

All – Health care (including mental health) quality, affordable, and accessible. Better quality of life and more productive citizens

All – Transit/parking is better, quieter, non-polluting; adequate neighborhood parking. Less stress, traffic, pollution, more enjoyment of city, better access to businesses.

Children/Parents – Childcare with quality, affordable. Less stress, safety for children, improved school readiness.

All – Cultural institutions, fully funded, available to all. More opportunities, outreach, enjoyment

Group C

All San Franciscans would have a home or place to live

People with disabilities would have access to all facilities

All residents will have a clean and safe environment

People of all occupations would afford to live in San Francisco

Children in all neighborhoods will have safe education and recreational services

Seniors would have access to healthcare and recreational services to keep them independent. safe and healthy

Diversity will be maintained. appreciated and enhanced

All Groups

Maintain community and neighborhood support for small businesses so neighbors may continue to meet and connect

Religious allows for diversity, tolerance and acceptance

Teens and young adults allow for diversity, tolerance and acceptance

Sports and entertainment allows for local clubs, bands and other forms of entertainment so artists are supported and have a place to perform and young people have a place to go. This also includes theater, bands, musicians, and artists

Business is strengthened and grows to support a strong economy and to support quality of life

Non-profits and businesses have a relationship that supports community services and enhances a quality of life

Less hostile political environment that is friendly to business and encourages business to stay in town

Business contributes to community needs and sees itself as a part of the community

Immigrant/non-English speaking peoples are brought into mainstream leads to an integrated and open city

SWOT Analysis

Members were asked to perform a SWOT analysis on the community as it currently exists in relation to the vision created in the previous exercise. The SWOT analysis is the first exercise in determining areas of the community that might need to be addressed for the vision to become reality.

Strengths

- Diversity
- Talent/ability

- Brain trust
- Neighborhoods
- Transportation
- Natural Resources
- Awareness of Issues
- Clean air
- Mild climate
- Parks and recreational facilities
- Highly educated
- High level of services are available

Weaknesses

- Cost of living
- Income disparity
- Space
- Earthquakes
- Congestion
- Parking
- Bureaucracy
- Politics and turf wars
- Lack of political will to address issues
- Pedestrian danger and safety
- NIMBY-ism
- Diverse views
- High cost of health care

Opportunities

- Form creative alliances, e g. private/public, business/non-profits
- Economic slowdown may bring economic efficiency
- More vacancies may attract new businesses, arts, and families
- New infrastructure post-earthquake
- City cuts, Care Not Cash and other programs may bring new coordination, delivery of services
- Willing to compromise
- Regional solutions
- Tap the brain trust

Threats

- Earthquakes and other natural disasters
- War
- Terrorism
- Economic slowdown and lower funding
- Aging population
- Political infighting

- Prejudice
- Rich v. poor
- federal cut-backs
- Fanaticism and intolerance
- Civil rights

Needs

Members were asked to identify community needs that are keeping the vision from being realized. These are current needs in the community.

- Funding, money
- Political will
- Cooperation
- Coordination of services
- Business climate to create more jobs
- Regional planning
- Tax base design that supports services
- Tap brain trust of talented people
- Neighborhood involvement and ownership of community issues

Community Needs the Library Could Address

Members were asked to identify community needs the library could address based on the previous needs identified. This is the first discussion of library services, programs, and place in the community in the strategic planning discussion.

- Library is a meeting place, community rooms, safe place for neighborhoods
- Information and education to meet needs
- Libraries focus on local information – information not necessarily available on the Internet
- Library a place for self-improvement, e.g. reading, research, etc.
- Regional library systems could assist in regional planning
- Regional libraries could share resources
- Library programs and exhibits could educate people on political matters
- Library has community meeting places (emphasizing the branches) include topics, art, film, exhibits
- Library is a neutral environment to explore all sides of issues
- Library is one institution that includes, not excludes
- Library is a place for reflection and celebration of cultures and ages
- Library addresses literacy (cultural and basic)
- Library has educated staff to education the public

- Library provides "quality control" of information
- Library is free/accessible to anyone

Library Service Responses

Members heard brief descriptions of thirteen library service responses. These service responses are broad categories for beginning to define library services. Based on the previous discussion of community needs the library could address, members were asked to select up to three service responses they felt might fulfill the community needs (numbers indicate the votes from the committee for each response). Important note, the preliminary service responses chosen here are NOT indicative of present or future library programs or services. They are merely the starting point of discussion for assessing existing or potential library programs and services to adequately meeting the community vision.

Basic Literacy – 0
Business/Career Information – 0
*Commons – 9
Community referral – 3
Consumer information – 3
Cultural awareness – 2
Current topics and titles – 1
Formal learning support – 1
*General Information – 9
*Government Information – 8
*Information Literacy – 6
*Lifelong learning – 8
Local history and genealogy - 1

*Will be forwarded to Library Commission and Library Staff for response in the next phase of planning

Next Steps

Notes from the Community Planning Meeting and the discussion of library service responses will be forwarded to library staff for evaluation. The outcome of that process will be presented at the next Community Planning Meeting on Wednesday, April 23, 2003, 4-7pm in the Library's Latino Hispanic Room A and B

Members were also reminded of the time and date of the third Community Planning Meeting which will be Wednesday, June 18, 4-6pm.

Committee plusses/minuses of the meeting

Plusses

- Small groups
- Moved along
- Engaged groups
- Susan's presentation
- Well-organized
- Represented groups
- Facilitation

Minuses

- Too long to reach library issues
- SWOT was too fast
- Hard to transfer needs to service responses
- Only 3 choices for the service responses

San Francisco Public Library (SFPL)
Library Data
(Revised February 24, 2003)

Library Data	FY 1997-98	FY 2001-02	2005
Library Users			
Total Number of people registered	538,462	447,332	500,000
Number of Residents	789,600	793,600	800,000

Hours per week			
Main Total	60	60	60
Branch Total	1,112	1,112	1,152
Branch Average	42.7	42.7	42.7

Staff			
Total Employees	830	864	875
Librarians (FTE)	209.66	197.40	200

Materials/Resources			
Books (*See Comparison Chart Below*)	2,464,050	2,165,833	2,300,000
Audio	118,714	91,383	125,000
Video	37,160	70,631	100,000
Periodicals	11,246	12,533	12,500
Databases	10	80	150
E-Books	0	4,000	7,500
Internet Access (# of public workstations)	Data not available	330	500

Expenditures			
Materials	$3,373,224	$5,471,422	$6,000,000
Salaries/Benefits	$29,700,693	$39,852,511	$40,500,000
Total Operating	$37,364,613	$48,019,667	54,000,000

Use Data			
Circulation	5,462,172	6,328,889	7,500,000
Visits	4,015,184	6,107,109	5,500,000
Reference Questions	1,154,800	1,181,050	1,160,000
Children Programs Attendance	187,302	182,177	200,000
Adult Programs Attendance	23,045	27,676	33,500

Comparison Chart

Year	Total Books	Book Budget
1995-96	2,308,901	$4,932,357
1996-97	2,393,837	$3,549,117
1997-98	2,464,050	$3,689,540
1998-99	2,061,946	$3,794,540
1999-00	2,208,749	$4,413,026
2000-01	2,217,743	$4,651,026
2001-02	2,176,833	$5,098,779

LIBRARY COMMISSION

March 4, 2003

Budget Item Handouts

2/27/2003

PUBLIC LIBRARY
2003-04 PROPOSED BUDGET

EXHIBIT A

	LPF	LPF Reserves	Fuhrman	Grants	Total
Estimated Sources	$ 55,486,362	$ 1,417,435	$ 330,000	$ 61,382	$ 57,295,179
Current Budget (Submitted)	$ 54,093,565	$ 1,417,435	$ 330,000	$ 61,382	$ 55,902,382
	$ 1,392,797	$ -	$ -	$ -	$ 1,392,797
Budget Augmentation	$ 1,392,797	$ (186,778)	$ -	$ -	$ 1,206,019
Budget Change Proposals	$ 769,019				$ 769,019
Est. Increase Health Benefits	$ 437,000				$ 437,000
Fundshift	$ 186,778	$ (186,778)	$ -	$ -	$ -
Revised Budget	$ 55,486,362	$ 1,230,657	$ 330,000	$ 61,382	$ 57,295,179
Change	$ 1,392,797	$ (186,778)	$ -	$ -	$ 1,206,019

Library Preservation Fund Reserve	
Balance (2/27/03)	$ 3,532,376
2003-04 Proposed Expenditure	$ 1,230,657
Estimated Balance	$ 2,301,719
	4 1%

2003-04 Proposed Budget

	Description	Library Preservation Fund (LPF)	LPF Reserve	Fuhrman Trust Fund	State Grant (Adult Literacy)	Total
	Sources					
	Budgeted 2002-03	$ 53,713,097	$ 1,291,893	$ 330,000	$ 57,118	$ 55,392,108
	Estimated 2003-04	$ 55,486,362	$ 1,417,434	$ 330,000	$ 61,381	$ 57,295,177
	Change	$ 1,773,265	$ 125,541	$ -	$ 4,263	$ 1,903,069
		3.3%				
	Uses					
	Phase C Budget	$ 54,093,565	$ 1,417,434	$ 330,000	$ 61,381	$ 55,902,380
	Budget Augmentations					
1	Health Benefit Premium Adjustments (Estimated 15%)	437,000				437,000
2	Convert 3602 Library Page with Benefits to Perm. Civil Service Status	172,650				172,650
3	Book Budget Increase (3.3% increase)	182,000				182,000
4	Maintenance and supplies for Public Copy and Print Program	33,000				33,000
5	Full-timeCustodian for Support Services Center at 190 9th Street.	37,167				37,167
6	Materials Recovery Program (Unique Management)	70,000				70,000
7	Equipment Purchase - 3 Express Checkout Machines	94,500				94,500
8	Security System Upgrade	60,000				60,000
9	Equipment Purchase - Digital Still Photo Camera	6,510				6,510
10	Equipment Purchase - 18 inch flat screen LCD computer monitors	2,550				2,550
11	Main Library A/V Equipment Refreshment	33,500				33,500
12	Increase scavenger services ($10,000), rental of custodial uniforms, mat cleaning, and tools ($5,000), and bldg maint.supplies ($5000).	20,000				20,000
13	Media Center Display Furniture	5,642				5,642
14	Redistribution Supplies	1,500				1,500
15	One-time contract funds -- usability study of the Library's intranet system to facilitate improvements in sytem content and use.	50,000				50,000
16	Fund shift for one-time items funded from LPF Reserves	186,778	(186,778)			-
	SUBTOTAL, ADDITIONAL BUDGET ADJUSTMENTS	$ 1,392,797	$ (186,778)	$ -	$ -	$ 1,206,019
	ESTIMATED TOTAL 2003-04 BUDGET	$ 55,486,362	$ 1,230,656	$ 330,000	$ 61,381	$ 57,108,399
	CHANGE	$ -	$ (186,778)	$ -	$ -	$ (186,778)

2003-04 Proposed Budget

San Francisco Public Library
100 Larkin Street, San Francisco CA 94102

February 13, 2003

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George Nichols, Finance Director

RE: FY 2003-04 BUDGET ACTION ITEMS

1. Additional 5% Contingency Reductions
2. Budget Change Proposals (Budget Augmentation)

1. ADDITIONAL 5% CONTINGENCY REDUCTIONS

Revised budget instructions issued by the Mayor, direct all departments to prepare 10% General Fund contingency reduction plans for FY 2003-04. This is 5% greater than the reduction plan requested previously. The increase is in response to growth in the State's deficit and consequently growth in the City's General Fund shortfall – now projected at $350 million.

In an earlier action, the Commission considered and approved a contingency reduction plan totaling $1.618 million or 5% of the Library's anticipated baseline General Fund. This item seeks the Commission's approval for an additional 5% in contingency reductions to comply with the Mayor's revised instructions. The additional reductions total $1.620 million and bring the total planned contingency reduction plan to $3.238 million or 10% of General Fund allocations of $32.354 million currently projected for 2003-04. The additional reductions are summarized on Attachment A and the full 10% contingency reduction plan is summarized on Attachment B.

At the 5% level, the Library's plan prioritizes reductions to minimize impacts on public service and Library operations and preserves the book budget. Even with prioritized cuts, reductions at the 5% level would incrementally affect service and operations. At the 10% level, reductions would go beyond incremental impacts and significantly diminish public service and operations across the board.

According to the Mayor's Budget Office, contingency reductions will be taken only if mandated current year cuts, mandated baseline cuts, and other cost cutting or revenue generating measures are insufficient to close the gap next year. Although required to prepare and submit a 10% contingency reduction plan, it is unlikely given a revenue base predicated primarily on property taxes and funding requirements of Charter Section 16.109 (Proposition E) that the Library's budget will be cut even under the City's current worse case revenue scenario.

To achieve a 10% savings, the Library's recommendations include:

- Cutting an additional 14.75 FTE for a savings of $1,026,860. This includes public service positions (5.25 FTE), support positions (7.0 FTE), and administrative positions (2.5 FTE). Public Service reductions include 1.0 Librarian I (a half-time position in S.F History and a half-time position in the Patent and Trademark Center), 1.0 Librarian II (full-time Branch floater), 2.5 Library Technician I

FTE (half-time position at Chinatown, half-time position in the Main Library's Telephone Information Program, and a full-time Branch floater); and, 0 75 part-time as needed (PTAN) funds in the Branch Program. Support positions include 2 0 Librarian I (a full-time position in Acquisitions and a full-time position in Information Resource Management); 2 0 Custodians (a full-time position in the Main and a full-time position in the Branch); 1 5 Building and Grounds Security Officers (a full-time position and a half-time position in the Branch), 1 0 Stationary Engineer (full-time position in Operations), and 0.5 Curator II (Public Affairs). Administrative positions include 1.0 Librarian IV (Chief of Information Resource Management); 0.5 Clerk (Finance Office); and 1 0 Clerk Typist (Technical Services).

- Reducing the book budget by 10% or $518,000. The reduction to the book budget would be implemented in phases. The first 5% reduction or $259,000 would occur only if required and only if actual reductions exceeded $1 618 million. The second 5% or $259,000 would be implemented only if required or actual reductions exceeded $2.979 million.

- The balance of the additional reductions or $75,523 would come from various operating expense line-times in various programs. Reductions include further cuts in travel ($7,500); training ($10,000); City Librarian's operating budget ($15,000); Branch materials and supplies ($10,000); minor furnishings for the new Support Services Center ($20,000); and, other miscellaneous reductions ($13,023).

Reductions would be taken in the priority order listed on Attachment B. The Library's reduction plan must be submitted to the Mayor's Budget Office by March 15, 2003. It must be restated, that barring further significant diminishment in City revenue – specifically property tax revenue – we are optimistic that the Library's budget will not be cut in 2003-04

2. BUDGET CHANGE PROPOSALS (AUGMENTATIONS)

If current revenue projections for the Library hold, there is a very good chance that cuts will not be required and that we will have an opportunity to augment our 2003-04 baseline budget. The baseline budget approved by the Commission in January is $1 2 million below projected baseline revenue. With the Commission's approval, $1 2 million was held in abeyance in the event salary increases were provided through collective bargaining. With the growth in the City's General Fund shortfall from $170 million (at the time the Commission approved the Library's budget) to $350 million today, it is now highly unlikely that salary increases will be provided next year and we believe that funds can be released to support other priority funding needs.

As reported during the Commission's February meeting, additional non-discretionary baseline costs have emerged that must be funded. These costs include $182,210 to correct baseline deficiencies in funds budgeted for premium pay received by staff who work nights and weekends[1]; $182,938 to cover projected growth in work comp payments[2]; and $321,000 to cover anticipated growth in the cost of health benefit premiums paid by the City for its employees. At this point we are assuming a 10% increase in health benefit costs over our current budget of $3.2 million. Actual costs will not be known until March or April and costs could exceed 10%. Based on current projections of Library revenue and a baseline budget of $54 616 million funded by these sources, $528,000 is still be available to fund other initiatives and staff is requesting the Commission's approval to submit a list of funding proposals to the Mayor when we submit our baseline budget on February 21, 2003.

The amount available to fund new program initiatives is currently estimated at $528,000. The actual amount available will depend on the Controller's revised revenue forecasts issued at mid-year and at the end of the third quarter of the fiscal year; and, on the actual cost of health benefit premiums and other costs

currently unknown that may be passed on to departments because of the General Fund shortfall. Assuming that the budget can be augmented, the Library recommends adding on a prioritized basis the items summarized on Attachment C. Staff's recommendations, in priority order, include:

---

[1] Baseline budget at $424,472 (including fringe benefits), expenditures over the last two fiscal years averaged $606,682 (including fringe benefits). Budget deficiency estimated at $182,210.

[2] Projection from Department of Human Resources based on actual payments to-date and a 7% rate adjustment (AB749) for temporary disability, permanent disability, and rehab that went into effect on January 1, 2003. The projection also includes an additional rate adjustment that takes affect on January 1, 2004. The Library's budget for work comp is determined by DHR's annual projections

1. $122.756 to convert 66 Library Page positions from temporary or provisional appointments to permanent civil service status for purposes of retaining benefits for these employees.

2. $155.000 increase to the Library's book budget. This represents a 3% increase in the book budget commensurate with the projected increase in Library revenue. This will increase the portion of the book budget funded by the Library Preservation Fund from $5.176 million to $5.331 million

3. $33,000 for maintenance and supplies for the Public Copying and Print Program.

4. $37,167 to establish and fund a full-time custodian position for the Support Services Center at 190-9th Street.

5. $70,000 to fund a contract with Unique Management to implement the materials recovery program. This assumes Commission approval to proceed with this program and approval by the Mayor and the Board of Supervisors.

6. $94,500 to purchase and install 3 express checkout machines – one each for Mission, Ortega, and Anza Branch Libraries.

7. $60,000 to upgrade the security system in the Main Library.

8. $42,560 in equipment funds for Media Services. Funds would be used to replace audio/video equipment in the Koret Auditorium and other meeting spaces in the Main Library ($33,500); to purchase three flat screen LCD monitors for use during Commission meetings and other public events in the Koret ($2,550); and to purchase a digital still photo camera ($6,510).

9. $20,000 increase in the materials and supplies budget for Operations. Includes $10,000 for scavenger services, $5,000 for custodial uniforms, mat cleaning, and tools; and, $5,000 for building materials and supplies.

10. $5,642 for four Media Display Units and $1,500 for Redistribution Program supplies.

11. $50,000 in contract funds to conduct a "usability study" of the Library's intranet system. The study is necessary to improve the system that serves as a clearinghouse for all Library policies, procedures, forms, and other information.

We are issuing this report earlier than usual to give the Commission more time to review these issues and to ensure that we are able to meet the Mayor's deadlines for submitting the 2003-04 budget. Please call me at (415) 557-4248 if you have questions prior to your March 4th meeting.

Attachments

cc: Paul Underwood, Deputy City Librarian
Kathleen McKeon, Budget Officer

2/13/2003

FY 2003-04 CONTINGENCY REDUCTIONS
(Additional Mandated 5% Contingency Reductions)

ATTACHMENT A

	Division	Description	FTE	F/V	Classification		Total
45	Operations	Eliminate custodian position in the Main Library	1 00	V	2716 Custodian	$	54 880
46	IRMO	Reduce books & materials budget by 5% Reduction of print materials and periodicals	0 00			$	259 000
47	Childrens	Reduce materials & supply funds in Technical Srvcs funded by Childrens Baseline funds	0 00			$	3 371
48	Operations	Eliminate Building & Grounds Patrol Officer (Branch Security)	1 00	V	8207 B&G Sec Officer	$	53 279
49	Operations	Eliminate Stationary Engineer	1 00	V	7334 Stationary Engineer	$	77 801
50	Branch	Eliminate Eureka Valley security contract	0.00			$	3 500
51	Admin (FO)	Eliminate half-time 1404 Clerk position	0.50	V	1404 Clerk	$	26,780
52	Techn Srvcs	Eliminate small equipment (burster) maintenance funds	0 00			$	1 152
53	Branch	Eliminate full-time Librarian II (floater)	1 00	F	3632 Librarian II	$	86 528
54	Childrens	Eliminate full-time 3616 Library Techn I position at Chinatown Branch	1.00	V	3616 Library Techn I	$	60 225
55	IRMO	Eliminate a 3630 Librarian I	1 00	F	3630 Librarian I	$	82,361
56	Operations	Eliminate 0 5 Building & Grounds Officer (Branch Security)	0.50	F	8207 B&G Sec Officer	$	30 041
57	Branch	Eliminate full-time Library Technician II (floater)	1 00	F	3616 Library Technician	$	67 775
58	Main	Eliminate half-time 3630 Librarian I (Patent & Trademark Center)	0 50	F	3630 Librarian I	$	39.433
59	Operations	Eliminate mat service in the Main and Branch libraries.	0 00			$	5 000
60	Operations	Eliminate custodian position in the Branch Library	1 00	V	2716 Custodian	$	54 880
61	Main	Eliminate half-time 3616 Library Technician in TIP	0.50	V	3616 Library Techn I	$	33 514
62	Public Affairs	Eliminate 0 5 Curator II position (balance of position)	0 50	F	3542 Curator II	$	36 624
63	Admin	Further reduction to travel budget	0 00			$	7 500
64	Admin	Further reduction to City Librarian's operating budget	0.00			$	15 000
65	Admin	Further reduction to Training budget	0 00			$	10 000
66	Techn Srvcs	Reduce funds budgeted for minor furnishings (earmarked for new SSC)	0 00			$	20 000
67	Techn Srvcs	Eliminate 1424 Clerk Typist (COATS and Acquisitions)	1 00	F	1424 Clerk Typist	$	57 114
68	Branch	Further reductions to supply and equipment funds	0 00			$	10,000
69	Main	Eliminate Librarian I in SF History	0.50	F	3630 Librarian I	$	39 433
70	Branch	Reduce PTAN funds	0 75			$	31 000
71	Techn Srvcs	Eliminate 3630 Librarian I in Acquisitions	1 00	V	3630 Librarian I	$	75 324
72	IRMO	Eliminate Chief of IRMO position	1 00	V	3643 Librarian IV	$	119,868
73	IRMO	Additional 5% reduction to book budget	0 00			$	259 000
		TOTAL, ADDITIONAL 5% CONTINGENCY REDUCTION	14.75			$	1,620,383

Public Library
10% Contingency Reduction Plan

Attachment B

	Division	Description	FTE	F/V	Classification	Total	Cumulative Total
1	Admin (CL)	Reduce various service/supply accounts Includes travel ($7.500) professional rrvcs. materials & supplies. other office supplies.	0 00			$ 18 673	$ 18 673
2	Admin (HR)	Downgrade (reclass) 2 payroll clerk positions				$ 10 534	$ 29 207
3	Automation	SBC/Pacific Bell Internet Access charges (budget adjustment).	0 00			$ 13.745	$ 42 952
4	Branch	Eliminate grant to Tool Lending Center				$ 175 000	$ 217 952
5	Branch	Eliminate Librarian II -- Mission Bay Branch Library	0 50	V	3632 Librarian II	$ 36 473	$ 254 425
6	Childrens	Reduce maintenance & supply funds in Technical Srvcs funded by Childrens Baseline funds	0 00			$ 42 154	$ 296 579
7	Main	Eliminate 1 0 3630 Librarian I in General Collections	1 00	V	3630 Librarian I	$ 78 440	$ 375 019
8	Main	Eliminate 1 0 3602 Page - Library for the Blind	0 38	F	3602 Library Page	$ 12 012	$ 387 031
9	Operations	Further reductions in materials & supplies budgets for all crafts	0 00			$ 41.000	$ 428.031
10	Operations	Eliminate Johnson Control Maintenance Contract	0 00			$ 17 000	$ 445 031
11	Public Affairs	Reduce programming and exhibitions staff by 0 5 3542 Curator II	0 50	F	3542 Curator II	$ 36 237	$ 481 268
12	Public Affairs	Reduce budget for repair/replacement of exhibit cases	0 00			$ 2.000	$ 483 268
13	Techn Srvcs	Innovacq maintenance service funds	0 00			$ 20 575	$ 503 844
14	Techn Srvcs	Reduce 20 hour/wk page to 15 hour/wk page.	0 13	V	3602 Library Page	$ 5.500	$ 509 344
15	Techn Srvcs	Reduce materials & supply budgets in Acquisitions. Catalog. and Preservation	0 00			$ 12 000	$ 521 344
16	Admin (FO)	Reduce operating funds 20%	0 00			$ 2 300	$ 523 544
17	Admin (HR)	Reduce training funds	0 00			$ 11 880	$ 535 424
18	Automation	Reduce funds budgeted for service and software maintenance	0 00			$ 69 046	$ 604 570
19	Operations	Reduce equipment repair funds for custodial equipment	0 00			$ 5 000	$ 609 570
20	Public Affairs	Reduce budget for graphic materials & supplies	0 00			$ 1 500	$ 611 070
21	Techn Srvcs	Eliminate access to RLIN bibliographic utility	0 00			$ 600	$ 611 670
22	Techn Srvcs	Eliminate 15 hour/wk Library Page in Catalog Dept	0 38	F	3602 Library Page	$ 12 587	$ 624 257
23	Automation	Reduce funds budgeted for data processing supplies	0 00			$ 20 000	$ 644 257
24	IPMO	Eliminate SF Community Services Directory (Community Connection)	1 00	F	3616 Library Techn I	$ 60 000	$ 704 257
25	Operations	Modify/reduce equipment service & maintenance contracts (time & material only)	0 00			$ 66 888	$ 771 145
	Techn Srvcs	Eliminate 3616 Technical Assistant I (bilingual) in Acquisitions	0 50	V	3616 Library Techn I	$ 35 513	$ 806 658
	Main	Close A/V desk & listening stations - eliminate two full-time 3610 and 2 half-time 3602 positions and $3000 in equipment funds	3 00	F F	3610 Library Assistants 3602 Library Page	$ 161 239	$ 967 897
28	Operations	Reduce materials & supply budgets for crafts	0 00			$ 14 000	$ 981 897
29	Public Affairs	Reduce work orders for reproduction and mail services	0 00			$ 5 000	$ 986 897
30	Public Affairs	Reduce audi-visual equipment maintenance funds	0 00			$ 4 000	$ 990 897
31	Admin (HR)	Reduce various operating budget line-items	0 00			$ 5 000	$ 995 897
32	Childrens	Eliminate full-time 3630 Librarian I position in the Main's Childrens' Center	1 00	V	3630 Librarian I	$ 80 014	$ 1 075 911
33	Main	Eliminate 2 half-time 3602 positions in Borrower Services	1 00	F	3602 Library Page	$ 41 991	$ 1 117 902
34	Public Affairs	Reduce media production supplies	0 00			$ 1 500	$ 1 119 402
35	Admin (HR)	Eliminate one full-time 1220 Payroll Clerk position	1 00	F	1220 Payroll Clerk	$ 66 560	$ 1 185 962
36	Branch	Reduce supply and equipment budget 3%.	0 00			$ 40 000	$ 1 225 962
37	Branch	Eliminate full-time 3630 Librarian I (floater)	1 00	F	3630 Librarian I	$ 88 648	$ 1 314 610
38	Childrens	Eliminate full-time 3630 Librarian I position serving Juvenile Hall	1 00	F	3630 Librarian I	$ 72 563	$ 1 387 173
39	Main	Eliminate Librarian I in Business/Science/Technology	1 00	V	3630 Librarian I	$ 78 440	$ 1 465 613
40	Admin (HR)	Reduce overtime funds	0 00			$ 8 269	$ 1 473 882
41	Branch	Eliminate half-time Library Assistant I - Mission Branch	0 50	V	3610 Library Assistant	$ 28 583	$ 1 502 465
42	Main	Eliminate full-time Library Technian in SF History	1 00	V	3616 Library Techn I	$ 67 872	$ 1 570 337
43	Admin (HR)	Eliminate 3602 Position	0 25	V	3602 Library Page	$ 8 543	$ 1 578 880
44	Main	Eliminate Librarian I in General Collections	0 50	F	3630 Librarian I	$ 39 220	$ 1 618 100
		Total. Initial 5% Contingency Reduction Plan	15 62			$ 1.618.100	49 96%
45	Operations	Eliminate custodian position in the Main Library	1 00	V	2716 Custodian	$ 54 880	$ 1 672 980
46	IPMO	Reduce books & materials budget by 5%. Reduction of print materials and periodicals	0 00			$ 259 000	$ 1 931 980
47	Childrens	Reduce materials & supply funds in Technical Srvcs funded by Childrens Baseline funds	0 00			$ 3 371	$ 1,935 351
48	Operations	Eliminate Building & Grounds Patrol Officer (Branch Security)	1 00	V	8207 B&G Sec Officer	$ 53 279	$ 1,988 630
49	Operations	Eliminate Stationary Engineer	1 00	V	7334 Stationary Engineer	$ 77 801	$ 2 066 431
50	Branch	Eliminate Eureka Valley security contract	0 00			$ 3 500	$ 2 069 931
51	Admin (FO)	Eliminate half-time 1404 Clerk position	0 50	V	1404 Clerk	$ 25 780	$ 2 095 711
52	Techn Srvcs	Eliminate small equipment (burster) maintenance funds	0 00			$ 1 652	$ 2 097 363
3	Branch	Eliminate full-time Librarian II (floater)	1 00	F	3632 Librarian II	$ 86 528	$ 2 184 391
	Childrens	Eliminate full-time 3616 Library Techn I position at Chinatown Branch	1 00	V	3616 Library Techn I	$ 60 225	$ 2 244 616

Public Library
10% Contingency Reduction Plan

Attachment B

	Division	Description	FTE	F/V	Classification	Total	Cumulative Total
55	IRMO	Eliminate a 3630 Librarian I	1.00	F	3630 Librarian I	$ 82,361	$ 2,326,977
56	Operations	Eliminate 0.5 Building & Grounds Officer (Branch Security)	0.50	F	8207 B&G Sec Officer	$ 30,041	$ 2,357,018
57	Branch	Eliminate full-time Library Technician II (floater)	1.00	F	3616 Library Technician	$ 67,775	$ 2,424,793
58	Main	Eliminate half-time 3630 Librarian I (Patent & Trademark Center)	0.50	F	3630 Librarian I	$ 39,433	$ 2,464,226
59	Operations	Eliminate mat service in the Main and Branch libraries	0.00			$ 5,000	$ 2,469,226
60	Operations	Eliminate custodian position in the Branch Library	1.00	V	2716 Custodian	$ 54,880	$ 2,524,106
61	Main	Eliminate half-time 3616 Library Technician in TIP	0.50	V	3616 Library Techn I	$ 33,514	$ 2,557,620
62	Public Affairs	Eliminate 0.5 Curator II position (balance of position)	0.50	F	3542 Curator II	$ 36,624	$ 2,594,244
63	Admin	Further reduction to travel budget	0.00			$ 7,500	$ 2,601,744
64	Admin	Further reduction to City Librarian's operating budget	0.00			$ 15,000	$ 2,616,744
65	Admin	Further reduction to Training budget	0.00			$ 10,000	$ 2,626,744
66	Techn Srvcs	Reduce funds budgeted for minor furnishings (earmarked for new SSC)	0.00			$ 20,000	$ 2,646,744
67	Techn Srvcs	Eliminate 1424 Clerk Typist (COATS and Acquisitions)	1.00	F	1424 Clerk Typist	$ 57,114	$ 2,703,858
68	Branch	Further reductions to supply and equipment funds	0.00			$ 10,000	$ 2,713,858
69	Main	Eliminate Librarian I in SF History	0.50	F	3630 Librarian I	$ 39,433	$ 2,753,291
70	Branch	Reduce PTAN funds	0.75			$ 31,000	$ 2,784,291
71	Techn Srvcs	Eliminate 3630 Librarian I in Acquisitions	1.00	V	3630 Librarian I	$ 75,324	$ 2,859,615
72	IRMO	Eliminate Chief of IRMO position	1.00	V	3643 Librarian IV	$ 119,868	$ 2,979,483
73	IRMO	Additional 5% reduction to Book Budget	0.00			$ 259,000	$ 3,238,483
		Total, Additional 5% Contingency Reductions	14.75			$ 1,620,383	50.04%
		TOTAL 10% CONTINGENCY REDUCTIONS	30.37			$ 3,238,483	100.00%

2/13/2003

Public Library

FY 2003-04 BUDGET CHANGE PROPOSALS

ATTACHMENT C

ity	DIVISION	TITLE	DESCRIPTION	FTE	Personal Services	Operating Expense	Total
1	Systemwide	Convert 3602 Library Page with Benefits to Permanent Civil Service Status	Convert 76 Library Page positions from Temporary PTAN or provisional status to Permanent Civil Service status. Incumbants in these positions receive health and retirement benefits and conversion is necessary to continue receiving benefits.	1.65	$ 122,756	$	$ 122,756
2	IRMO	Book Budget Increase	Increase book budget commensurate with increase in revenue (3%).	0.00	$ -	$ 155,400	$ 155,400
3	Techn Srvcs	Maintenance and supplies for Public Copy and Print Program	Supplies for the Public Copy and Print Program. Includes paper, toner, and maintenance of copiers and printers. Opportunity funds used in the current year to cover supplies; copiers and printers under warrenty the first year.	0.00	$ -	$ 33,000	$ 33,000
4	O&M	190 9th St.	Custodian for Support Services Center at 190 9th Street.	1.00	$ 37,167	$ -	$ 37,167
5	Main	Collection Agency	Enter a contract with Unique Management or Tax Collector to pursue materials not returned.	0.00	$ -	$ 70,000	$ 70,000
6	Branch	Equipment Purchase - Express Checkout Machines	One-time funding to purchase three express checkout machines for installation at Mission, Ortega, and Anza Branch Libraries. Each unit costs $31,500 which includes site license and	0.00	$ -	$ 94,500	$ 94,500
7	O&M	Security System Upgrade	One-time funding to retrofit and upgrade of the Main Library's security system. Includes improvements and expansion of the camera surveilance system and interface with the building alarm system; to upgrade the monitoring and information storage to a digital system; and, to incorporate the staff badgin system into the existing security system.	0.00		$ 60,000	$ 60,000
8	Public Affairs	Equipment Purchase - Digital Still Photo Camera	One-time funding to purchase a professional grade digital camera needed for publicity photos for programs and exhitits, constuction documents, and trade publications.	0.00	$ -	$ 6,510	$ 6,510
		Equipment Purchase - 18 inch flat screen LCD computer monitors	One-time funding to purchase three 18-inch flat screen LCD computer monitors to replace salvaged CRT terminals currently used for Commission meetings.	0.00	$ -	$ 2,550	$ 2,550
		Main Library A/V Equipment Refreshment	One-time funding to upgrade and replace antiquated A/V equipment in the Children's Creative Center ($17,500) and the Stong Conference Room ($16,000). Equipment to be purchased includes DLP projectors and a DVD player. Also includes funds to upgrade computer/projector interface components and reporgam A/V system remote controls to operate the projectors.	0.00	$ -	$ 33,500	$ 33,500
9	O&M	Operational Costs	Increase in scavenger services ($10,000), rental of custodial uniforms, mat cleaning, and tools ($5,000), and building maintenance supplies ($5000).	0.00	$ -	$ 20,000	$ 20,000
10	Children	Media Center Display Furniture	One-time expenditure to purchase 4 media display units.	0.00	$ -	$ 5,642	$ 5,642
11	IRMO	Redistribution of Supplies	Augment funds used to purchase materials and supplies for the Redistribution Program. Items include pallets, boxes, wrapping tape & other supplies; postage and shipping, and a box lifter/pallet jack.	0.00	$ -	$ 1,500	$ 1,500
12	IRMO	Staff Usability	One-time contract funds to conduct a usability study of the Library's intranet system. The system (StaffNet) provides a centralized and accessible repository for Library policies, procedures, forms and other information that is used by staff to conduct business and provide service. The system is not as effective as it can be and the study will facilitate improvements in svtem content as well as system use.	0.00	$ -	$ 50,000	$ 50,000
	TOTAL PROPOSED			2.65	$ 159,923	$ 532,602	$ 692,525
	One-time Costs				$ -	$ 252,702	$ 252,702
	Permanent/Ongoing				$ 159,923	$ 279,900	$ 439,823

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

MEMORANDUM

TO: Library Commission

FROM: Susan Hildreth, City Librarian

RE: **COLLECTION RECOVERY PROGRAM**
LIBRARY EXPERIENCES WITH UNIQUE/SAMPLE LETTERS

DATE: February 27, 2003

As requested at the February 4, 2003, Commission meeting, I am attaching a packet of follow-up information regarding the proposed Recovery Program, which will retrieve overdue library materials.

1: LIST OF CALIFORNIA LIBRARIES who use Unique Management Services

2: AFFIDAVITS FROM LIBRARIES

LIBRARY	Experience with Recovery/UMS:
Berkeley Public Library	• 20 years experience with recovery of materials • Staff unable to absorb workload • UMS: excellent customer service • Never received patron complaint • Some local problems resolved with UMS help
Los Angeles Public Library	• Used UMS since Nov. 2001 • 30% decrease in overdue materials • 50,000 overdue items returned in first year • collected more money than cost of recovery program • UMS understands primary purpose to recover materials, not collect cash • Customized letters • Detailed monthly accounting
Oakland Public Library	• Prompt customer service • Daily transfer of files • Effective in getting patrons to return materials & pay fines • Monthly reports on cash received, value of material, amount waived by staff justify use of service
Peninsula Library System	• Used UMS for three years • Easy to work with
Rancho Cucamonga	• UMS since March, 1997 • Former use of local collection agency not successful • Helpful in setting up program & smooth operation • Responsive to problems & questions • Very good return rate • Collection Fee: raised from $15.00 to $20.00

San Bruno Public Library	• Began using Unique: April, 2002 • Not one complaint • No longer need for staff to call patrons • Before Unique, never got checks in the mail • “Having a ‘third party’ organization handling the most recalcitrant borrowers takes a lot of stress of staff”.
San Jose Public Library	• UM staff is professional…maintaining good will • Library staff are not as effective as UMS • When library staff did collection: staff became overzealous or viewed recovery as onerous task became distrustful of borrowers burned out quickly • Borrowers respond to third party more readily than to library • UMS: never caused ill will with customer • Staff feels comfortable & confident with UMS
Santa Cruz PL	• Used Transworld Systems before UMS • Head of Circulation very pleased • Not had complaints from public
San Joaquin Delta College	• UMS client for over 8 years (two libraries) • Accurate, helpful, effective • Highest (personal) recommendation
Seattle Public Library	• Great success • Used UMS since Sept., 1999 • Response to customer service & cultural differences • Collected over $250,000 (net) • Retrieved more than $1 million worth of materials
Solano County (SNAP System)	• Extremely satisfied • Used UMS for two years • UMS very helpful during set-up • “Lifted a huge burden from the shoulders of our circulation staff” • Return of materials and collection of delinquencies well worth the investment.
Ventura County Public Library	• Began end of 2001 • Previous used another company, which required manual procedures to be done by library staff • Staff wanted “thank you” note when balance is cleared • Staff created “partial payment” form • Good response to program • Received back many more items than previously

3: SAMPLE LETTERS

Unique Management Services

- Initial letter
- Second letter (three weeks later)
- Balance on account letter
- Credit Reporting letter

San Francisco Tax Collector - Delinquent Revenue Section

- Notice of Delinquency
- Final Notice of Delinquency

California Libraries Using Unique Management System for Recovery of Materials

Library	City	State
Altadena Library District	Altadena	CA
Anaheim Public Library	Anaheim	CA
Berkeley Public Library	Berkeley	CA
Black Gold Cooperative Library System	San Luis Obispo	CA
Blanchard Community Library	Santa Paula	CA
Buena Park Library District	Buena Park	CA
Canada College Library	Redwood City	CA
College of San Mateo Library	San Mateo	CA
Corona Public Library	Corona	CA
County of Riverside	Riverside	CA
Daly City Public Library	Daly City	CA
owney City Library	Downey	CA
Fullerton Public Library	Fullerton	CA
Glendale Public Library	Glendale	CA
Hayward Public Library	Hayward	CA
Lompoc Public Library	Lompoc	CA
Long Beach Public Library	Long Beach	CA
Los Angeles Public Library System	Los Angeles	CA
Menlo Park Public Library	Menlo Park	CA
Mission Viejo Library	Mission Viejo	CA
Newport Beach Public Library	Newport Beach	CA
Oakland Public Library	Oakland	CA
Ontario City Library	Ontario	CA
Orange County Public Library	Santa Ana	CA
P.L.S. Video Center	San Mateo	CA
Palos Verdes Library District	Rolling Hills Estates	CA
Pasadena Public Library	Pasadena	CA
Paso Robles Public Library	Paso Robles	CA
Peninsula Library System	Placentia	CA
Rancho Cucamonga Public Library	Rancho Cucamonga	CA
Redondo Beach Public Library	Redondo Beach	CA
Redwood City Public Library	Redwood City	CA
Riverside City-County Public Library	Riverside	CA
Riverside Public Library	Riverside	CA
Sacramento Public Library	Sacramento	CA

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addleback College Library	Mission Viejo	CA
an Bernardino County Library	San Bernardino	CA
an Bruno Public Library	San Bruno	CA
an Diego County Library	San Diego	CA
an Joaquin Delta College	Stockton	CA
an Jose Public Library	San Jose	CA
an Luis Obispo City-County Library	San Luis Obispo	CA
an Mateo County Library	San Mateo	CA
an Mateo Public Library	San Mateo	CA
anta Barbara Public Library	Santa Barbara	CA
anta Cruz City-County Library System	Santa Cruz	CA
anta Maria Public Library	Santa Maria	CA
kyline College Library	San Bruno	CA
olano County Library	Fairfield	CA
onoma County Library	Santa Rosa	CA
outh San Francisco Public Library	South San Francisco	CA
tanislaus County Free Library	Modesto	CA
tockton-San Joaquin County Public Library	Stockton	CA
entura County Library	Ventura	CA
orba Linda Public Library	Yorba Linda	CA

LIBRARY AFFIDAVIT:
EXPERIENCE WITH UNIQUE MANAGEMENT RECOVERY OF LIBRARY MATERIALS

BERKELEY PUBLIC LIBRARY

Berkeley Public Library
Sun, 16 Feb 2003

The Berkeley Public Library has been using the services of collection agencies for twenty years plus. Most of the collection agencies did not meet our standards as a library, such as providing good customer services when speaking to our patrons regarding their bill. The library continued to search for an agency, until we came across Unique Management Services and Lyle J. Stucki, Principal.

Mr. Stucki set the standard for the Unique Management Collection Agency. He understands the importance of presentation whether in person or over the telephone and the necessity of a good client, business relationship.

For a brief moment we thought the staff could handle this task. But after hearing the presentation, character and commitment of the Unique Management staff we thought we would give them a try.

This is a summary of our findings in working with Unique Management Services, Inc.

1. The Berkeley Public Library staff could have never absorbed the workload that Unique Management provides. The work is to involve, detailed and time consuming.

2. Unique Management has excellent customer services skills. As the manager of the General Services Division of the Berkeley Public Library, I have never received a patron complaint regarding this collection agency. This is amazing! With previous agencies we had constant complaints all the time.

3. The billing is very good and because of the company's good customer services skills owed money is collected and library material is returned.

4. Problems? During the library's transition to replace the Network Administrator, the collection agency procedure was not functioning. Unique Management worked with us until staffing was found and replaced. Millennium Circulation was added. Unique Management's team members flew in and spent time with us, had conference calls until everything was rolling smoothly along once again. They are to be commended.

Yes. Unique Management is a business, but it takes seriously the business of keeping their clients satisfied and has captured the needs and services the public library gives to it's patrons and Unique Management does this quite well

I recommend Unique Management to the San Francisco Public Library.

Dolores Wright.
Circulation Services Manager

LOS ANGELES PUBLIC LIBRARY
Wed, 12 Feb 2003

I can briefly describe to you LAPL's experience with Unique Management. We have used Unique since November 2001 to recover materials which are at least 45 days overdue and which have a value of $50.00 or more.

One of the principal reasons we utilize Unique is because they possess the necessary interface to our automated circulation system (CARL) to electronically access the data needed to contact the patrons.

Unique's services have been successful, both as an incentive for patrons to return materials prior to them going overdue (we have seen a 30% decrease in overdue materials) and as a means of recovering materials which have been long overdue (in the first year, over 50,000 overdue items were returned to library shelves).

Additionally, the cash revenue generated by the program was more than the amount the library owed Unique Management.

Unique, unlike most other collection agencies, understands that our primary purpose in utilizing them is to recover overdue materials. We want the overdue materials back in circulation so others may make use of them. Most other collection agencies are only interested in recovering cash.

Unique has been very willing to work closely with LAPL in customizing the letters they send to our patrons and has provided us with very detailed monthly accounting of their recovery efforts.

Steve Newcomer
Director, Information Technologies & Collections
Los Angeles Public Library
213-228-7562

Oakland Public Library
Friday, 21 Feb 2003

We have been pleased with UMS. We have always found the customer service to be very prompt in responding to our questions. No question has gone unanswered.

We do receive complaints from patrons who are still being contacted after they have paid off most of their obligation even though they owe only $5. However, this is a setting that we chose to make, so it is not really a problem with UMS.

The service has been effective in getting patrons to return library materials and to pay their fines.

UMS is always on top of the daily transfer of files. If we ever miss a day, they ask us very promptly to verify that we were closed that day.

We also receive a monthly report that allows us to keep track of cash received, the value of material returned, and the amount our staff waived. This has made it very easy to justify the continued use of the service.

I hope that this helps.

Amy Apel
Supervising Librarian, Computer and Technical Services
Oakland Public Library

Peninsula Library System
Date: Mon, 17 Feb 2003

PLS:
Atherton
Belmont
Brisbane
Burlingame
Cañada College
College of San Mateo
Daly City
East Palo Alto
Foster City
Half Moon Bay
Media Center
Menlo Park
Millbrae
Pacifica
Portola Valley
Redwood City
San Bruno
San Carlos
San Mateo
Sanchez
Skyline College
South San Francisco
Woodside

PLS has been using Unique Management Services for the past 3 or so years and have found them quite easy to work with. Materials are returned and patron good will remains high. If there are other questions you would like addressed, just let me know. I'm happy to help.

Gail McPartland
Assistant Director, Services
Peninsula Library System

Rancho Cucamonga Public Library

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From: "Schneiderwent, Karen"
     Kschneid@ci.rancho-cucamonga.ca.us

Date: Thu, 13 Feb 2003 15:18:53 -0800
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Rancho Cucamonga Public Library has been contracting with Unique Management Services since March of 1997. Our library circulates approximately 69,000 items per month. We had been using a small local library collection agency for our collections and were not having much success in getting our items returned or collecting fines and charges.

The personnel at Unique collections has been extremely helpful in setting up our program initially and in keeping things running smoothly over the years. The way in which they try to collect by personal phone calls and letters seems to be working very well for us and our return rate is very good. Unique has been very responsive to any problems or questions that arise and have been able to find solutions for most. We recently raised the fee which we charge patrons who are sent to collections from $15.00 to $20.00.

At this time when everyone is having budget problems it is mandatory that we have our items returned or paid for since we may not have the money to replace the items otherwise.

If you have any questions please feel free to call me or my boss Robert Karatsu.

Karen Schneiderwent,
Circulation Supervisor
Rancho Cucamonga Public Library
(909) 477-2720 ext 5003

LIBRARY AFFIDAVIT:
EXPERIENCE WITH UNIQUE MANAGEMENT RECOVERY OF LIBRARY MATERIALS:

SAN BRUNO PUBLIC LIBRARY

San Bruno Public Library
Date: Fri, 14 Feb 2003 10:53:49 -0800

I have worked at the San Bruno Library for 29 years. We've tried a lot of different methods of material retrieval over that time and nothing has worked as well as Unique Management.

We began using Unique in April 2000. I have not had ONE complaint from patrons about their methods or the $10 collection fee. The Debt Collect software interfaces with our Dynix circulation system so there is virtually no chance that an account paid will not be properly cleared (this was a consideration with other collection agencies we investigated). There is no longer any need for staff to spend time trying to call patrons to follow up on long overdue materials.

It's difficult to deal with the actual dollars saved because Unique bills for each account they deal with and much of the recovery dollars are the value of the material retrieved. But let me give you a capsule statistic: The charges to San Bruno for the number of accounts activated in 2002 was $1226.15. During 2002, I received in the mail 15 checks or money orders enclosed with the Unique notices totalling $860.32. Before Unique, I NEVER got checks in the mail. I have received checks from out-of-state from patrons who "skipped"--that was unheard of before. More importantly, we get materials back. Often they're just dropped off, so when we discharge the items, we can see that they are Unique accounts. The patrons who do this will not be able to borrow until their fines and the collection fee are cleared, but our materials are back in circulation.

Having a "third party" organization handling the most recalcitrant borrowers takes a lot of stress off of staff. Sometimes being able to say sympathetically, "You'll want to clear this up as soon as possible before it automatically goes to the collection agency" gets results. As a citizen as well as a library worker, I am glad to have the Unique process in place to provide a consistent, "gentle" process for retrieval of what I pay for with my tax dollars.

Maryanne Dornlas
Circulation Services Supervisor
San Bruno Public Library
701 Angus Ave. West
San Bruno, CA 94066
650-616-7079

LIBRARY AFFIDAVIT:
EXPERIENCE WITH UNIQUE MANAGEMENT/RECOVERY OF LIBRARY MATERIALS:
SAN JOSE PUBLIC PUBLIC LIBRARY

San Jose Public Library
February 21, 2003

Unique Management does a great job for San Jose Public Library. Here are a few reasons to use Unique Management rather than staff to retrieve outstanding overdues.

1 Unique Management staff are professionals. Their staff is trained to make collection contacts with borrowers Their goal is to retrieve the materials while maintaining customer goodwill. While library staff can do an acceptable job of collection processes, they are not as effective as the Unique Management staff who is trained in collection methods. Because this is the focus of their business they can perform collection processes in a much more cost and time efficient manner than library staff

2 When San Jose Public Library staff performed the collection tasks they didn't view the assignment with pleasure or as a growth opportunity. Either it was a.) viewed as an onerous task and as a result one that most staff didn't enjoy or excel in, or b.) staff became overzealous in their pursuit of an individual delinquency. In either case, staff who were assigned to collection tasks became distrustful and began seeing each borrower as a potential delinquent overdue instead of a customer borrowing materials

3 Staff assigned to the collections task burned out quickly There isn't a great deal of gratification in the task and staff felt as though they only experienced the negative side of borrower interaction

4 Library borrowers respond to the a third party much more readily than they do to numerous contacts from the library. SJPL sends a first notice and a bill. If the items are not returned as a result of these two contacts, and the threshold for number of items or cost of items is met, Unique Management sends out a letter saying that the account is about to be referred for collection. They also inform borrowers that further fees can be avoided if the materials are returned immediately. We receive the greatest return response from this letter. There is an immediacy imparted that cannot be duplicated by the library sending numerous notices or making phone contact

5 The experience with Unique has never caused ill will with a borrower. The borrower may be upset that they have been referred to a collection agency, but never with the treatment they receive from Unique. Staff feels comfortable and confident that referrals to Unique are handled in a positive manner. As a result, they don't feel intimidated by the fact that we do use a third party retrieval service, rather they appreciate that the workload is handled so efficiently and that library materials are being retrieved.

Please let me know if there is any additional information needed. It is the exception to find an outside vendor who understands the needs of library customers and staff. Unique Management is truly an organization who "gets" what we are trying to do in the library and matches their goals to ours.

Jeanne LoFranco
Circulation Manager
San Jose Public Library

LIBRARY AFFIDAVIT:
EXPERIENCE WITH UNIQUE MANAGEMENT/RECOVERY OF LIBRARY MATERIALS:

SANTA CRUZ PUBLIC LIBRARY

Santa Cruz Public Library
From: Susan Elgin <ELGINS@santacruzpl.org>
Date: Thu, 13 Feb 2003 12:25:02 -0800

We are a DRA system. We used Wanda Weldon (Transworld Systems) before Unique Management Systems.

We pay a straight fee to Unique and that covers all the calls, letters, 3 ways of finding bad addresses, and we have them report our non-payers to the credit bureaus. Currently we add a $10.00 surcharge to each of the folks who have overdue accounts. This charge is the last item to come off the record. This way a patron is not cleared to check anything out until the surcharge is paid.

It was work for us in the first place setting up what we wanted to send them...we send folks either with a lost book..or folks that have more than $25.00 in fines.

Our Head of Circulation had a lot of worries and concerns as we went into this. He is very pleased now.
We have not had complaints from the public

Susan Elgin
Asst. Director
Santa Cruz City-County Library System

San Joaquin Delta College
Date: Tue, 18 Feb 2003 10:57:35 -0800

I've been a client of unique management for over 8 years, at two different libraries, and have always found them to be very accurate, helpful, and, most importantly, effective.

I send my highest recommendation to you.

Steve Schermerhorn
San Joaquin Delta College
Stockton, Ca 95207
(209) 954-5152

LIBRARY AFFIDAVIT:
EXPERIENCE WITH UNIQUE MANAGEMENT/RECOVERY OF LIBRARY MATERIALS:

SEATTLE PUBLIC LIBRARY

Seattle Public Library
From: Jill Jean" Jill.Jean@spl.org
Sent: Thursday, February 5, 2003

We have had great success here in Seattle with the use of the UMS collection system.

We piloted the project back in Sept. 1999, and it has worked out very well.

UMS has been particularly responsive to our needs for caring customer service and sensitive to our patrons who have cultural differences.

Over the course of the program we have collected over $250,000 (net after expenses), but more importantly have gotten back over one million dollars worth of materials… one box of videos was even returned from Thailand.

Our UMS contact here at Seattle Public Library is Megan Taylor, Head of Borrowere Services, who can be reached at (206) 386-4190

Jill Jean
Head: Seattle Central Library

LIBRARY AFFIDAVIT:
EXPERIENCE WITH UNIQUE MANAGEMENT/RECOVERY OF LIBRARY MATERIALS:

Solano County Library/Solano, Napa, & Partners (SNAP)

From: "Lynne Williams" <lwilliam@soar.snap.lib.ca.us>
Date: Thu, 13 Feb 2003 15:06:25 -0800

I understand that San Francisco Public Library is interested in Unique experiences in California

You can put Solano down as an extremely satisfied customer.

We've been using Unique for about two years now. The implementation of the interface between our CARL circ module and Unique went very well.

The staff at Unique were very helpful in getting our accounts set up.

Having Unique handle our collections accounts has lifted a huge burden from the shoulders of our circulation staff. The return of materials and collection of delinqencies is well worth the investment

If I can answer any specific questions, don't hesitate to contact me.

Lynne Williams
Administrative Librarian, Automation/Technical Services
Solano County Library/Solano, Napa, & Partners (SNAP)
1150 Kentucky Street
Fairfield, CA 94533
707/421-6560 voice
707/421-7474 fax
lwilliam@snap.lib.ca.us

"Change is inevitable; suffering is optional"

Ventura County Library:
Wed, 19 Feb 2003

We began our arrangement with Unique Management at the end of 2001.

Our collection agency prior to that was in Orange County, and required a staff member to run Dynix Recall statements and send them manually. (The criteria we used for the former collection agency did not include children and had a higher threshold.)

The three month trial with Unique brought up a couple issues for the staff:

1) Staff wanted a "Thank You" letter to go out when a balanced had been cleared, and

2) a "Partial Payments" form needed to be created between the library and the patron who made arrangements to repay, which would stop the UM letters and phone calls.

We have had good response to the program even though we have added juveniles to collections. Our current threshold is $40.

We have received many more items back than previously.

We have been pleased with the program.

Mark Lager
Library Automation Manager
Ventura County Library
196 S. Fir St.
Ventura, CA 93001

Jeffersonville IN 47130-3541
RETURN SERVICE REQUESTED

UNIQUE National Collections

September 16, 2002

Any Public Library
Attn: Circulation
456 Any Street
Anytown US 12345

283755-001
To the Parents/Guardian of:
Jane Doe
119 East Maple Street.
Jeffersonville IN 47130

Account # 2356984563225
Amount: $ 100.00

Past Due Balance

Detach Upper Portion And Return With Payment

Account #: 2356984563225
Any Public Library

Total Due: $ 100 00

This is an attempt to collect a debt and any information
obtained will be used for that purpose.

Your account has been referred to Unique National Collections by the Any Public Library. Return of past due materials and payment of fines/fees will ensure that your account is cleared with Unique National Collections and the Library. Fines must also be paid even if the materials are returned.

The Library has requested that we provide you a courtesy notice. It is our hope that you will respond so this matter can be resolved. The Any Public Library would like to have you, again, as a patron in good standing.

To clear your account, please return past due materials, if you still have them, to any Any Public Library location and pay your outstanding fines. If you have misplaced the materials, or if you have returned the materials and have not yet paid your fines, please send your check in the amount of $100.00 to Any Public Library, Attn: Circulation, 456 Any Street, Anytown, US 12345. On your check, reference account No. 2356984563225.

If you have any questions, please call (555) 123-4567 during regular business hours.

Charles L. Gary
Collection Manager

Unless you notify this office within 30 days after receiving this notice that you dispute the validity of this debt or any portion thereof, this office will assume this debt is valid. If you notify this office in writing within 30 days from receiving this notice, this office will obtain verification of the debt or obtain a copy of a judgment and mail you a copy of such judgment or verification. If you request this office in writing within 30 days after receiving this notice, this office will provide you with the name and address of the original creditor, if different from the current creditor

119 East Maple Street
Jeffersonville IN 47130-3541
RETURN SERVICE REQUESTED

UNIQUE National Collections

September 16, 2002

Any Public Library
Attn: Circulation
456 Any Street
Anytown US 12345

283755-002
To the Parents/Guardian of:
Jane Doe
119 East Maple Street
Jeffersonville IN 47130

Account # 2356984563225
Amount: $ 100 00

Past Due Balance

Detach Upper Portion And Return With Payment

Account #: 2356984563225
Any Public Library

Total Due: $ 100 00

This is an attempt to collect a debt and any information
obtained will be used for that purpose.

We notified you approximately three weeks ago that you had an overdue balance with the Any Public Library. To date, the Library has not yet notified us that you have cleared your account.

Should you ignore this notice, we want to bring certain facts to your attention. We may request permission from the Library to report this debt to national Credit Reporting Agencies. Notice of your non-payment may be made available to credit grantors and others who may seek your credit history. Once reported, this adverse information can stay on your record for up to SEVEN YEARS. Why allow this to happen?

We feel sure you will agree that response is the best solution. If you have additional past due materials, they can be returned to any location of the Any Public Library. If you have misplaced the material, or if you have returned the material and have not yet paid your fines, please send your check or money order in the amount of $100.00. Cash payment cannot be accepted by mail.

If you have any questions, please call (555) 123-4567 during regular business hours.

Charles L. Gary
Collection Manager

Unless you notify this office within 30 days after receiving this notice that you dispute the validity of this debt or any portion thereof, this office will assume this debt is valid. If you notify this office in writing within 30 days from receiving this notice, this office will obtain verification of the debt or obtain a copy of a judgment and mail you a copy of such judgment or verification. If you request this office in writing within 30 days after receiving this notice, this office will provide you with the name and address of the original creditor, if different from the current creditor.

BOUNIQ10002

119 East Maple Street
Jeffersonville IN 47130-3541
RETURN SERVICE REQUESTED

UNIQUE National Collections

September 16, 2002

Any Public Library
Attn Circulation
456 Any Street
Anytown US 12345

283755-003
To the Parents/Guardian of:
Jane Doe
119 East Maple Street
Jeffersonville IN 47130

Account # 2356984563225
Amount: $ 100.00

Past Due Balance

Detach Upper Portion And Return With Payment

Account #: 2356984563225
Any Public Library

Total Due. $ 100.00

This is an attempt to collect a debt and any information
obtained will be used for that purpose.

The Any Public Library has notified us that you have responded recently to reduce your past due balance that we recently rote you about. The Library has asked us to contact you again because there is still a $100.00 past due balance.

The $100.00 owed is still an open collection account that must be resolved to clear your record. If you are unable to pay the entire amount, please contact any location of the Any Public Library. They will be happy to work with you to resolve this debt over time.

If the Any Public Library does not hear from you, they will have no choice but to assume you do not plan to resolve the outstanding debt. I urge you to send your check or money order in the amount of $100.00 to Any Public Library, Attn: Circulation, Anytown, 456 Any Street, US 12345. On your check please reference account no. 2356984563225.

If you have any questions, please call (555) 123-4567 during regular business hours.

Charles L. Gary
Collection Manager

Unless you notify this office within 30 days after receiving this notice that you dispute the validity of this debt or any portion thereof, this office will assume this debt is valid. If you notify this office in writing within 30 days from receiving this notice, this office will obtain verification of the debt or obtain a copy of a judgment and mail you a copy of such judgment or verification. If you request this office in writing within 30 days after receiving this notice, this office will provide you with the name and address of the original creditor, if different from the current creditor.

BOUNIQ10005

Jeffersonville IN 47130-3541
RETURN SERVICE REQUESTED

UNIQUE National Collections

September 16, 2002

Any Public Library
Attn: Circulation
456 Any Street
Anytown US 12345

283755-004
To the Parents/Guardian of:
Jane Doe
119 East Maple Street
Jeffersonville IN 47130

Account # 2356984563225
Amount: $ 100 00

Past Due Balance

Detach Upper Portion And Return With Payment

Account #: 2356984563225
Any Public Library

Total Due: $ 100.00

This is an attempt to collect a debt and any information
obtained will be used for that purpose.

Your account is now in our Credit Reporting Department. Your name may be reported to the nation's largest Credit Reporting Agencies. Notice of non-payment may be made available to credit grantors including car dealers, finance companies, banks, department stores and others who may seek your credit history. Once reported, this adverse information can stay on your record for up to seven years!!! Why allow this to happen?

Return past due materials to any Any Public Library location and pay the outstanding fines/fees. If you have misplaced the materials, or if you have returned the materials and have not yet paid your fines, please mail your check for $100 00 to: Any Public Library, Attn: Circulation, 456 Any Street, Anytown, US 12345.

If you are unable to pay the entire amount, contact Any Public Library at (555) 123-4567.

Charles L. Gary
Collection Manager

Unless you notify this office within 30 days after receiving this notice that you dispute the validity of this debt or any portion thereof, this office will assume this debt is valid. If you notify this office in writing within 30 days from receiving this notice, this office will obtain verification of the debt or obtain a copy of a judgment and mail you a copy of such judgment or verification. If you request this office in writing within 30 days after receiving this notice, this office will provide you with the name and address of the original creditor, if different from the current creditor.

DELINQUENT REVENUE SECTION
OFFICE OF THE TREASURER & TAX COLLECTOR
CITY AND COUNTY OF SAN FRANCISCO
Street Address: #1 Dr. Carlton B Goodlett Place, City Hall, Room 110, San Francisco, CA 941[illegible]
Mailing Address: P.O. Box 7426, San Francisco, CA 94120-7426

SUSAN LEAL
Treasurer

GEORGE PUTRIS
Tax Administrator

February 14, 2003

MARGARITA'S TEST
1111 SOMEWHERE
LOS ANGELES CA 90032

RE: YOUR CREDITORS
ACCOUNT NO: 68670600128
DATE: 11-04-84

AMOUNT DUE: $ 124.67

NOTICE OF DELINQUENCY

Your account has been referred to this office for collection.

To avoid further collection, you should pay this amount immediately or contact this office within ten (10) days to provide a valid reason for non-payment, or to exercise any appeal right. If this office does not receive payment or a response within ten (10) days, from the post-marked the claim is assumed valid, and we shall proceed with enforced collection as authorized pursuant to the San Francisco Administrative Code, Section 10.39. Additional collection fees will continue to accrue accordingly.

To insure that you receive proper credit, please include the bottom part of this letter with your check or money order.

Questions concerning this claim should be directed to this office between the hours of 8:00 A.M. to 5:00 P.M., Monday through Friday.

Respectfully yours,

- -

Cecilia Wood
Bureau of Delinquent Revenue
(415) 554-4418

27

MARGARITA'S TEST
1111 SOMEWHERE
LOS ANGELES CA 90032

27

0001000000271001461340000000011469

DELINQUENT REVENUE SECTION
OFFICE OF THE TREASURER & TAX COLLECTOR
CITY AND COUNTY OF SAN FRANCISCO
Street Address #1 Dr. Carlton B Goodlett Place, City Hall, [illegible] San Fran[illegible] CA [illegible]
Mailing Address P O Box 7426, San Francisco, CA 94120-7426

SUSAN LEAL
Treasurer

GEORGE PUTRIS
Tax Administrator

February 14, 2003

MARGARITA'S TEST
1111 SOMEWHERE
LOS ANGELES CA 90032

27

RE: YOUR CREDITORS
ACCOUNT NO: 68670600128
DATE: 11-04-84
AMOUNT DUE: $ 124.67

FINAL NOTICE OF DELINQUENCY

You were given ample opportunity to clear your account. Since you did not respond to our initial notice, your debt is assumed valid, and appeal rights waived. We will further assume that you are evading payment of the the balance due. Therefore, we are informing you that this office will either initiate legal action or refer your account to a licensed collection agency to protect the interest of the City and County of San Francisco. This action may affect your credit. Additional collection fees will continue to accrue accordingly.

Enforcement of judgment remedies include, but not limited to, wage garnishment, levy of bank accounts and personal property, recordation of abstract of judgment in any county where you may own property, and offset of your state income tax refund. This judgment lien will be a public record and may be inspected by credit agencies, and other interested parties. This judgement will accrue interest and costs.

To avoid additional expense due to continued collection, litigation or direct contact by a licensed collection agency, please send your remittance today. Please include the bottom part of this letter with your remittance for proper credit.

Questions concerning this claim should be directed to this office between the hours of 8:00 A.M. TO 5:00 P.M., Monday through Friday.

Remit payment to: Delinquent Revenue Section, P.O. Box 7426, San Francisco CA 94120-7426.

Respectfully yours,

- -

Cecilia Wood
Bureau of Delinquent Revenue
(415) 554-4418

MARGARITA'S TEST
1111 SOMEWHERE
LOS ANGELES CA 90032

27

00010000002710014613400000001146

Wall of Library Heroes

The San Francisco Public Library wishes to create a *Wall of Library Heroes* to honor its history and the citizens who believed in the importance of a great public library system to the intellectual, cultural, political, educational and economic development of this City *and did something about it.*

The Wall

The Larkin Street entrance to the New Main Library, just inside the first set of doors and before the second set, on the long curved wall, will serve as the new ***Wall of Library Heroes***.

Starting at the left side under the first up-light, there will be a series of plaques, which, over the decades, could wrap around the room. Each could be a 3 foot by three foot square, matching the size of the existing squares of Sierra white granite currently on the walls. Simon Martin-Vegue Winkelstein and Moris, architects involved in the building of the New Main, are developing a coherent design proposal for the plaques, including type, layout, style and materials. They will present their proposals to the Library Commission for approval. The Friends & Foundation have generously agreed to underwrite the project costs.

Library Heroes & History

The first plaque is for the dedication of the New Main library to those heroes who made this building possible. Over the decades, a handful of civic leaders waged a tireless campaign for bigger budgets, more books, new facilities, a new Main library, professional staff, expanded and diverse programs. They organized politically, raised money and fought tirelessly against the odds year after year. It is intended to be an ode to those who dreamed big and worked tirelessly to create something tangible for future generations. It also gives thanks to the people of San Francisco for their faith and support.

This is not a naming of the building but a dedication, honoring those who made it happen. Many believe that it would not be appropriate to name the Main Library after any individual or organization. But it is appropriate and important to dedicate the building to those who made it happen so history is recognized and future generations can understand the linkage between quality of life and civic leadership.

The second and subsequent plaques will tell the library's history, generally through very short stories, based on key dates. The initial set starts with the creation of the library system in the late1870s and ends in early 2003 with the creation of this Wall of Library Heroes. The content leans heavily on the excellent library history written by Peter Booth Wiley in his *A Free Library in this City*. Since the Dedication Plaque focuses on the last 50 years, these initial history plaques will also take the same emphasis.

The library will maintain this history of the library as part of an online database that will make it available more widely and allow for use with talking text and related applications for the visually impaired. Over the decades, future Commissioners may add additional plaques with milestones as the library system grows, serves the city and its people and new generations of heroes emerge.

Keepers of the Dream

Our free public library is a cultural institution unlike any other.

Inside is the history of the world, our greatest literature, ideas to strengthen our democracy, insights into science and business. It is a house of books and an electronic discovery center. You can travel to the stars or inside an atom, sail on a pirate ship or take any journey of the imagination. It is a magical place for children, a workroom for writers, a treasure chest for scholars. It is an educational and cultural resource. It reflects and respects our social diversity. It is a champion of intellectual freedom. It is this and more.

Yet the library is fragile, depending on elected officials who care, the good will of voters, the talent of its staff and citizens who understand its purpose and champion its cause.

The San Francisco Public Library struggled from the beginning, its history a mixture of inspired leadership and long periods of civic disinterest.

In the late 1950s, after years of decline, the
San Francisco Public Library found its modern day angels.

Imbued with civic spirit, a group of citizens demanded change. A great city, they argued, needed a great public library system. They dreamed big and worked tirelessly to create something tangible and important for future generations.

Their struggle lasted 40 years.

Charming or feisty, depending on the situation, often audacious, sometimes controversial, they made all the difference.

Many shared the dream and worked to achieve it. We honor them and thank the people of San Francisco for their faith and

support. A few of the names and some of the history are inscribed on this Wall of Library Heroes.

We also offer special recognition to three for extraordinary leadership, vision, and tenacity, inspiring others to join the cause. This trio led the effort through the decades, never losing hope, never accepting defeat, never forgetting the dream:

Marjorie G. Stern
Mary Louise Stong
Margaret 'Mig' Mayer

This building is hereby dedicated to their civic spirit, their selfless leadership, their devotion to the ideals of a public library, and to the passion that made them keepers of the dream.

We are grateful.

Willie L. Brown, Jr.
Mayor

San Francisco Public Library Commission
Charles A. Higueras
President
Carol Steiman
Vice President
Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

April 4, 2003

DOCUMENTS DEPT.
MAR 20 2003
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

/03

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, March 20, 2003
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

an Hildreth
ity Librarian

Michael Housh
Commission Secretary

The meeting will be called to order.

1. APPROVAL OF THE MINUTES ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of February 20, 2003.
Explanatory document: draft Minutes

2. 190 – 9th STREET IMPROVEMENTS ACTION
Presentation and discussion of and possible action to approve transfer of funds from the Library Improvement Fund for certain improvements to the Library's System Support Services Center at 190 – 9th Street
Explanatory document: 190 -9th Street Improvements report

3. LIBRARY 2003/04 BUDGET ACTION
Presentation on and discussion of and possible action to modify and approve budget change proposals for the Library's 2003/04 Budget.
Explanatory documents: 2003/04 budget memo

4. EXCELSIOR BRANCH DESIGN REVIEW DISCUSSION
Presentation and discussion of a design team and library staff response to peer review panel, Commission, and public comment regarding the proposed design concept for the Excelsior Branch Library.
Explanatory document: Excelsior Design Review comment & response

5. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

6. ADJOURNMENT (requires motion and public comment) ACTION

Explanatory documents: Copies of explanatory documents listed in this agenda and other related materials received by the Library Commission after the posting of this agenda can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.org/

3/14/03 - M.Housh, Commission Secretary

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

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Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings. The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

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Michael Housh, Commission Secretary 1/21/03

DRAFT

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, February 20, 2003.
The San Francisco Public Library Commission held a regular meeting on Thursday, February 20, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:05 PM.

The following members were noted present: Commissioners Coulter, Higueras, Steiman, Streets, and Strobin. Commissioner Bautista was excused and Commissioner Chin's arrival was expected to be delayed.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE JANUARY 16, 2003 COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE JANUARY 16, 2003 COMMISSION MEETING

An anonymous member of the public commented that the Minutes did not report details of the discussion of the Approval of the December 19th Minutes s noting that the minutes were reported as amended but that there was no correction of a cited grammatical error nor were Commissioner Coulter's characterization of this person's previous comments concerning Martin Paley reported. Mr. Ed Regan commented that his remarks were accurately reported. Mr. Peter Warfield objected to the Minutes lack of detail in the reported discussion of his comments concerning interim library services stating that the Library had broken a promise of case by case consideration of interim branch services by providing alternatives instead.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE JANUARY 16, 2003 COMMISSION MEETING

President Higueras inquired if Commissioner Coulter felt his comments concerning the anonymous member of the public's remarks were properly reported. President Higueras also suggested changing Mr. Warfield's reported comment to clarify that Mr. Warfield had said that the Library had broken a promise to provide interim services. The Commission Secretary proposed to again review the tape of the discussion of the Minutes at January 16th meeting to see if any revision of the December 19th Minutes was warranted

MOTION: Commissioner Streets, seconded by Vice President Steiman that the January 16, 2002 Minutes be approved as amended.

ACTION: AYE 5-0 (Coulter, Higueras, Steiman, Streets, and Strobin)

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

AGENDA ITEM #2 EXCELSIOR BRANCH DESIGN RECOMMENDATION

Bond Program Manager Marilyn Thompson introduced discussion of the conceptual design proposed for the Excelsior Branch Library. Ms. Thompson noted that a uniform Public Review Process had been presented to the Commission in January of last year. This process was incorporated into the Design Excellence Program & presented again to the Library Commission in May. It prescribes a minimum level of public design reviews plus a design critique by a panel of peers for each project in this Bond Program. Ms, Thompson reported that the Library had sponsored three neighborhood meetings about library design for the Excelsior Branch renovation, where multiple options and specific plans and materials were discussed. A conceptual design developed from these discussions was now to be presented to a panel of peers for review and comment, then additional public comment, and concluding with review, comments, and possible approval by the Library Commission. The Bond Program Manager pointed out that the Excelsior Branch Library Renovation is a $3.6 million dollar renovation. Ms. Thompson noted it included a seismic upgrade, disabled access elements, technology upgrades, electrical and mechanical improvements, enlarged staff areas, new interior finishes, and a minor 200 square foot addition.

Ms. Thompson then introduced Senior Architect Philip Sowers from the Bureau of Architecture, Department of Public Works, Deputy City Librarian Paul Underwood, and peer panel members, planner Hillary Gitelman, architect & interior designer Bryant Rice and architect David Hobstetter, to begin the presentation. Phil Sowers then presented the proposed conceptual design (design documents attached). Deputy City Librarian Paul Underwood then presented the Library's response to the design. The Deputy City Librarian noted that the Library's plans were based in the needs assessment that underlay the proposed building program and led to the proposed design. Mr. Underwood pointed out that three key goals, fully integrating the branch library into the community with more Spanish and Chinese language materials and services for all age groups, improving access to technology by providing additional computers and computer training, and revitalizing the branch library as a community focal point with improved services for children, teens, as well as space for seniors formed the basis for the basis for the plan. The Deputy City Librarian next discussed the steps taken to revitalize the branch's collections noting that while its size would decline from 46, 800 items to 44, 471 that the range of materials provided would better meet the identified needs of the community using the branch.

The Peer Panel then presented its Design Review Critique. Mr. Rice pointed out that the project was primarily an interior renovation and called attention to the relocation of programs spaces and the proposed furniture layout that could facilitate multiple uses. Mr. Rice urged simplifying the panels in the central gabled area, the design element giving the building character and suggested larger light fixtures hung off the ridge bream to emphasize the space. Mr. Rice found the overall plan a good improvement and recommended more playful interesting treatment of details. Mr.

David Hobstetter recommended efforts to improve the exterior detail to make the building more transparent, disliked the extension of the office space proposed, and suggested that the gabled window be emphasized and more glass be used. Mr. Hobstetter suggested a stronger entry statement and recommended a simple palette of colors in keeping with the period architecture of the building. Mr. Hobstetter also recommended attention to the window treatment noting that square bay windows are more visually accessible.

Ms. Hillary Gittleman found the design good and lauded the careful process used to gather input into the design. Ms. Gittleman called attention to the interesting challenges in renovating the existing design and noted that the Mission Street façade needed more attention. Ms. Gittleman suggested strengthening the front door/façade elements in the design and suggested more glazing in the staff corner. Ms. Gittleman recommended playing to the rhythm of the existing building and found the proposed rear designs with more glass and sliding doors were successful

Commissioner Chin joined the meeting during the peer panel presentation

Public comment on AGENDA ITEM #2 EXCELSIOR BRANCH DESIGN RECOMMENDATION

An anonymous member of the public mention d that explanatory documents were not listed and recalled that the design review had been postponed twice noting that this person had received a notice about the design review provided by the Friends &Foundation indicating to this individual who was really in charge. This individual called attention to the distribution of the Excelsior Community meeting.minutes in December and suggested that the reduction in the book collection had not been noted. Mr. David Hooper, an Excelsior neighbor, commended library staff's willingness to discuss possibilities in renovating the branch, but disagreed with and noted that moving the staff workroom could reduce wall space. Mr. Hooper felt that he could do without the window seating and suggested if done that the bottom glass be opaque. Mr. Hooper appreciated the proposed improvements in the entry area and called attention to the noise levels from Mission Street suggesting double doors to reduce noise. Mr. Ed Regan was excited about the new branch and called for more hours of services and the addition of a pamphlet room in the renovated branch. Mr. Tony Sacco, President, New Mission Terrace Association, and longtime library user, found the proposed layout good but expressed his strong belief that libraries are for books. Mr. Sacco noted that low income children without home access to computers could take books home, not computers. Mr. Sacco called attention to the long history of knowledge in books and the ever-changing nature of technology. Mr. Sacco urged that computers not be added to the branch in place of books. Ms. Rebecca Silverberg, recommended against lengthening the

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windows in the staff area and urged greater efforts be made to keep noise levels down. Ms. Silverberg then read a letter (copy attached) from the Excelsior District Improvement Association urging that the Library rename the community room at the Excelsior Branch Library for neighborhood resident, civic and community leader, small businessman, and former Commissioner and President of the Library Commission Walter Jebe and called for creation of a window box display of historical memorabilia. Mr. Peter Warfield expressed dismay with what he found to be a lack of mention of books in the presentation. Mr. Warfield complained that informational materials were unavailable in advance of the meeting and found the plan reduced book space, a reference desk, and reading tables. Mr. Warfield urged that it not be approved.

Commission discussion of AGENDA ITEM #2 EXCELSIOR BRANCH DESIGN RECOMMENDATION

Vice President Steiman noted that it would be inaccurate to simply ascribe the reductions in seating and books at the branch to computers noting that a number of factors including the need for seismic safety and to make the building fully accessible that led to the changes. Vice President Steiman further observed that computer services were a vitally needed resource in the community. Vice President Steiman commended staff for its efforts to find ways to add back books into the branch collection through the suggested modifications of the proposed designs. Vice President Steiman expressed concerns with the planned use of carpeting suggesting that hard surfaces might be more practical. Commissioner Chin suggested that adding additional shelf height could provide more space for books. Commissioner Strobin recommended sound-reducing glazing on the windows to further reduce noise.

Mr. Sowers and the Deputy City Librarian addressed Vice President Steiman's concerns with use of carpeting and explained why it was the preferred alternative. Ms. Hildreth noted that carpeting was required on the cellular flooring planned for the branch and that use of such flooring was vital in allowing for expanded connectivity in the branch in the future. In response to a question by Commissioner Streets Ms. Hildreth noted that library users wanted both more books and more access to computers. The City Librarian noted that computer access was very important in low income communities without home access to computers. Ms. Hildreth noted this plan proposed additional computers and a revitalization of the branch book collections to make it more dynamic and responsive, especially in expanded access to Chinese and Spanish language materials the community needs. Chief of Branches Donna Corbeil spoke for branch staff in reporting the extensive review and consideration given to providing additional electronic resources as well as home work assistance and word processing for both youth and seniors. Ms. Corbeil reported that branch staff was working to tailor the collection to what users

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wanted. Commissioner Coulter recalling previous history expressed concern that any reduction in book collection size provided an opportunity for demagoguery by those with personal political agendas and urged staff to consider alternatives to add back more books. Commissioner Coulter called attention to alternative service provisions envisioned by the ADA (Americans with Disabilities Act) and suggested that in view of the problems likely to result from reducing book collections staff should consider adjusting the circulating and reference collection and trading off seating for more shelf space. In response, Mr. Underwood noted that the shelving was at the recommended maximum height and that assistance was planned to be provided to disabled users needing materials out of reach. Mr. Underwood noted that there was a need to balance the expressed needs of the community with the fixed dimensions of the building. In response to a suggestion by Vice President Steiman, Mr. Sowers noted that there was not enough money in the budget to consider enclosing the terrace space. In response to questions by President Higueras, Mr. Sowers discussed the seismic retrofit and building ventilation aspects of the proposed design in some detail. He also informed President Higueras that the proposed solar roof panels could be expected to provide energy for 35 to 40% of the building's electrical needs. President Higueras recommended more work on the Mission Street façade to make it more celebratory and suggested consideration of a vestibule to reduce outside noise penetration. President Higueras commented that he was skeptical about the window seating, that the program space was hidden in the back, and recommended angling stacks to increase transparency and install skylights in spaces with access to windows. President Higueras further noted that he would be anxious to see how the details of the conceptual design were resolved to maximize the limited space available as well as address concerns and suggestions raised by the peer panel and the Commissioners. In answer to a query by Vice President Steiman, Mr. Underwood noted that the program room could be used for additional seating and that it would also be equipped with laptop computers on roll out carts to provide for training classes and homework help. President Higueras noted that the Commission wanted the Mission Street façade improved. Commissioner Coulter requested staff investigate ways to address the book collection size issue.

MOTION: Commissioner Chin, seconded by Commissioner Strobin, that the proposed design concept of the Excelsior Branch Library be approved with the understanding that peer review panel and Commissioners' comments would be taken into consideration as the design is further developed.

Ms. Thompson proposed, as with the Mission Bay Branch, to present the next more detailed design to the Commission for its review. President Higueras noted that he would expect to see why or why not comments and suggestions raised during the review were used in the next phase of the project design.

ACTION: AYE 6-0 (Chin, Coulter, Higueras, Steiman, Streets, and Strobin)

President Higueras called a brief recess at 5:55PM
The Commission returned to session at 6:07Pm.

AGENDA ITEM #3 BOND PROGRAM MANAGER'S REPORT

Ms. Marilyn Thompson, Bond Program Manager reported that there would be no informational presentation at this meeting. She then outlined the Regular Reports, the Budget Report, a Schedule Report, a Site Acquisitions Report, an Active Projects Report, and a Community Outreach Update. Ms. Thompson called attention to the current Budget Report (copy attached) dated 2/20/03 and then recapped changes made in past months. She noted that last month the budget report reflected action taken by the Commission to increase the Ingleside site acquisition budget by $455,000, which came from Program Reserve. The Program Reserve was reported to be $5,074,500.The Bond Program Manager called attention to expenditures and encumbrances through January 31 totaling $10,266,784. Ms. Thompson next reported on the schedule dated 6/20/03 and noted copies were attached to last month's Commission meeting minutes. She reported that each page showed one phase and all new construction was listed together. Ms. Thompson noted that there had been no changes to the schedules since June 2002. The Bond Program Manager additionally reported that as soon as San Francisco Redevelopment Agency (SFRA) issued a revised schedule for the redesign of Mission Bay, these schedules would be updated. Ms. Thompson also mentioned as possible future schedule changes resulting from a revised strategy on Prop 14 applications.

The Bond Program Manager next presented a Site Acquisitions Report beginning with a status update on the Glen Park Branch. Ms. Thompson reported a resolution was drafted for the Clerk of the Board requesting approval of the Purchase and Sale Agreement. Ms. Thompson reported that the Planning Commission had denied an appeal to the Negative Declaration on 12/5/02, which was appealed to the Board of Supervisors, which denied that appeal on 2/4/03. The Bond Program Manger commented that the Library was currently working with the Developer to finalize the plans & specifications that define the purchase. Ms. Thompson reported design review of interior tenant improvements could occur sometime this spring or early summer. Regarding the new Mission Bay Branch, Ms. Thompson noted that the Board of Supervisors approved the Purchase and Sale Agreement. The Bond Program Manager reported that the Public Art Selection Panel has selected an art proposal and the Design Excellence Peer Panel had reviewed the schematic design. Ms. Thompson noted however, that the base building, originally expected to break ground this January had been delayed by SFRA. The Bond Program Manager informed the Commissioners that because of the recent downturn in office rental market, SFRA had determined that the office component of the project was no longer financially feasible and requested the developer to re-design the project. This Ms. Thompson reported would delay construction about 6 to 9 months. The Bond Program Manger noted that the Library was participating in the redesign meetings with SFRA & the architects. Ms. Thompson reported that the contractor, Cahill Construction, would issue a Guaranteed Maximum Price when redesign is complete.

Regarding the Portola Branch, Ms. Thompson reported that the SFUSD Board approved the sale of the property in November 2002 and that the Library was preparing a Prop 14 (State Library Bond) application for the 3rd cycle due 1/04. Ms. Thompson noted a survey and appraisal were complete and that a geotechnical report was underway. The Bond Program Manager reported two community meetings and a community survey completed and noted that the CEQA (California Environmental Quality Act) process requesting a categorical exemption was underway. Ms. Thompson reported on the juried competition to choose an architect for the project held last month, which included public posting of the entries and a community ballot. The Bond Program Manager announced the selected entry was prepared by the joint venture Stoner Meek with Noll & Tam Architects. Ms. Thompson reported that the Library was entering into contract negotiations that should be complete in the next two months. Ms. Thompson then updated the status of the Ingleside Branch, noting that in December the Library Commission had approved forwarding the purchase of the Sunset Auto property to the Board of Supervisors. The Bond Program Manger reported that a survey, toxics investigation, geotechnical report and appraisal had been completed. Ms. Thompson noted that Department of Public Health had issued a closure letter clearing the property and that the Library was preparing a Prop 14 application for the 3rd cycle due 1/04. The Bond Program Manger then reported a CEQA (California Environmental Quality Act) determination request to Major Environmental Review had been submitted. She next noted that a juried competition to select an architect was held last month, which included public posting of the entries and a community ballot. Ms Thompson announced the selected entry was prepared by the joint venture Fougeron Architecture with Group 4/ and that the Library was entering into contract negotiations that should be complete in the next two months. Concerning the proposed new Visitacion Valley Branch, Ms. Thompson reported continued investigation of the feasibility of purchasing the Supermarket site at Leland & Rutledge. The Bond Program Manger reported that a community kick-off meeting and community survey had been completed. Concluding her Site Acquisitions update, Ms Thompson noted regarding the Systemwide Support Services center at 190 9th Street that the property sale closed in November and was reflected in the expenditure columns of the budget report.

The Bond Program Manager then reported on active projects beginning with Richmond. Ms. Thompson noted that the staff would present a 2nd cycle Prop. 14 (State Library Bond) grant application to the Commission for its review and recommendation of approval to the Board of Supervisors later in the agenda, which is due 3/28/03. Ms. Thompson reported that the Library had presented the most recent plans to the community on February 13, where they were well received. Ms. Thompson noted that City planning staff had issued a CEQA determination for the project, finding it categorically exempt under Class 3 (new construction less than 10,000 sf) & Class 31 (reconstruction of historical resource in a manner consistent

The number of members of the public who spoke anonymously at this meeting. 1

with Secretary of the Interior's Standards). Ms. Thompson reported that the proposal from artist Scott Donahue was selected February 14 at a public meeting of the Art Selection Panel and that it would go on to the Visual Arts Committee and the full Arts Commission for final approval. She noted that the artist's proposal is for two mound-like bronze maps to be installed on the exterior, 9th Avenue side. Concerning the Excelsior branch Ms. Thompson reported that design work as continuing on schedule with the next steps after peer review determination. Concerning the Noe Valley Branch, Ms. Thompson reported that a library plan of service and building program were being developed for the architect's use and that a Spring design intensive will be held in the community, a mini-version of the Richmond workshop to investigate options available on this tight site with so many historic concerns. The Bond Program Manger reported that the Library had entered into contract negotiations with architect & historic preservationist Carey & Co. Marina - We are developing the plan of service & building program here as well. Ms. Thompson reported that a community meeting was held 1/21, to introduce the architect Tom Eliot Fisch in joint venture with Field Paoli and review the plan of library service. Concerning the Parkside Branch, the Bond program Manager reported that the Library had entered into negotiations with the architectural firm of Thomas Hacker Associates. She noted that in light of extensive community comments and a petition, staff planned to proceed with conceptual design only, and determine the extent of project that the current budget will allow in March or April. Concluding her report, Ms. Thompson highlighted several other issues, noting that RFQs for design services for the first 8 renovations & first 2 new projects had been issued and selections made. Ms. Thompson reported that an RFQ for interior design services program-wide was advertised and a selection had been made. Concerning the Quarterly Report for September thru December 2002, Ms. Thompson reported that it had been published, distributed, and was also available in the back of the auditorium. The Bond Program Manger reported that the Board of Supervisors had appointed a Citizens General Obligation Bond Oversight Committee that had asked the Library to present its methods for bond reporting to them on March 3.

Ms. Thompson noted that no upcoming library sponsored community meetings were confirmed and that the Minutes from January's community meetings were available calling attention to Ingleside and Portola community meetings held 1/18 and a Marina community meeting held 1/21. The Bond Program Manager also called attention to available copies of the BLIP Advisory Committee minutes of 1/8. Ms. Thompson noted that the website had been up and running since October of 2001. She further reported it continued to post as much information as possible at www.sfpl.org, the branch improvement link from the home page. The Bond Program Manger reported that the fifth edition of the newsletter would be available soon.

Public comment on AGENDA ITEM #3 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public suggested that there was a $1 million overrun to the cost for site acquisition and suggested that the reports be made available in larger typeface. This person expressed a wish that more details noted in outline were reported. Mr. Peter Warfield complained that explanatory documents were not available prior to the meeting and that this was a disservice to the public as the report covered a large amount of material. Mr. Warfield expressed interest in hearing more concerning developments with the Mission Bay Branch and expressed puzzlement concerning why there were questions regarding elimination of planned office space in a project he had understood to be for senior affordable housing.

Commission comment on AGENDA ITEM #3 BOND PROGRAM MANAGER'S REPORT

President Higueras suggested that Ms. Thompson include bullet points in future slide presentations of her report. In response to questions by President Higueras, Ms. Thompson reported that bidding for the Excelsior Branch was still planned for the 2nd quarter of 2003 but noted that that could change. President Higueras suggested Ms. Thompson schedule an informational presentation concerning how ADA (Americans with Disabilities Act) requirements influenced library design for a future meeting.

AGENDA ITEM #4 RICHMOND BRANCH PROP. 14 APPLICATION

City Librarian Susan Hildreth presented a detailed overview and discussion of the Plan of Service, Needs Assessment, and Building Plan included in a draft Prop. 14 State Library Bond application prepared for the Richmond Branch Library. Ms. Hildreth noted that a review copy of the full application was located at the rear of the auditorium and would also be available for public review at the Library Commission Office. The City Librarian noted that the proposed plan would expand the size of the Richmond Branch by 4, 000 sq/ ft. providing space for a new teen center and program space as well as making the building fully accessible for disabled users including new accessible restrooms. Ms. Hildreth pointed out that should the proposed Prop. 14 (State Library Bond) application be successful, state bond funds would pay 65% of $8.4 million cost of the project. The City Librarian noted the cost breakdown as $5.1 million from Prop. 14 funds, $2.7 million from Prop A (1988), $261,000 for FF&E (furniture, fixtures, and equipment) not allowed to be funded with bond monies from the Friends & Foundation, and a $50,000 public art and relocation budget. Ms. Hildreth remarked that these figures fell within the budget scope for this project. The City Librarian recommended that the Commissioners approve the application and request that the Board of Supervisors approve the proposed Prop. 14 Application so that it could be submitted by the March 28th deadline for the 2nd cycle Prop. 14 grant applications.

Ms. Thompson next presented an extensive overview (copy attached) of the proposed approved design for the Richmond Branch Library that resulted from extensive neighborhood input. Ms. Thompson called attention to each of the building's elevations and discussed aspects of the design changes in the Wintergarden and 2nd floor designs. Deputy City Librarian Paul Underwood then provided a detailed discussion of the Plan of Service and Building program reflecting the findings of the Community Needs Assessment. Mr. Underwood noted that the plan identified the Branch as a community focal point and leading civic institution, a community gathering place, greenspace, and a children's play area. The Deputy City Librarian called attention to the plans to expend children's and teen services, increase the branch collections including increases in the availability of more Chinese and Russian language materials, provide a display area for neighborhood history, expand access to technology, and create welcoming space for senior citizens.

Public comment on AGENDA ITEM #4 RICHMOND BRANCH PROP. 14 APPLICATION

An anonymous member of the public recalled promises of more space for books when the Main Library was built and questioned the exact size of the proposed increase in branch collections. This person commented that they expected any promise of increased collections to be true. This person further expressed reservations concerning the likely success of the Prop. 14 application and questioned the lack of availability of supporting documents. Mr. Peter Warfield expressed disappointment that he had been unable to review the Prop. 14 application documents prior to the Commission meeting. Mr. Warfield felt it was a disservice to the public that documents were not available to study prior to the Commission meeting. Mr. Warfield commented that those who spoke for books had been brushed aside and suggested that in his view there was significant support for making more books the top priority in the proposed branch renovation

Commission discussion of AGENDA ITEM #4 RICHMOND BRANCH PROP. 14 APPLICATION

Commissioner Coulter found the proposed design an elegant plan and expressed happiness that an expansion of the Branch's collections was being proposed. Commissioner Coulter noted that everyone, the Commissioners, staff, and members of the public were supporters of books, and that it was unfortunate that some chose to create and exploit false concerns about the Library's book collections and in order to demagogue on the issue. Commissioner Coulter expressed the Commission's support for and appreciation of the dedicated hard work staff had made in developing this plan. In response to a query by Vice President Steiman, Mr. Underwood noted that the branch staff was very pleased with the revised plan that incorporated many of their suggestions and had so informed the community. The City Librarian then reviewed for the Commissioner how highly competitive she believed the proposed plan for the Richmond Branch Library would be noting that it would be the 1st Prop. 14 funded renovation of a "Carnegie" library. Additionally, Ms. Hildreth noted that also favoring the application was that the plans called for expansion with space available for more future expansion and that the branch was located in a neighborhood of very great ethnic diversity both important criteria in

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the Prop. 14 regulations. Commissioner Chin responded to those citing their interpretations of surveys by noting that there were many other voices that were not heard in surveys. President Higueras pointed out that in every branch there would be a struggle to balance competing needs and that the Commission trusted the professional skills of library staff to reconcile these needs. President Higueras suggested that expanded access to computers was the reality for modern libraries and that the bias in making decisions regarding collections should be to be serve community needs.

MOTION: Commissioner Chin, seconded by Commissioner Streets that the resolution requesting Board of Supervisors approval of the proposed Prop. 14 (State Library Bond) application for the Richmond Branch Library be approved.

ACTION: AYE 6-0 (Chin, Coulter, Higueras, Steiman, Streets, and Strobin)

AGENDA ITEM #5 CAPITAL CAMPAIGN FOR BRANCH LIBRARIES

Mr. Glen Ramsky, Friends & Foundation Board Member introduced the Friends & Foundation of the San Francisco Public Library's proposed Capital Campaign for the Branch Libraries. He noted that after extensive discussion and detailed planning the plan as approved by the Friends & Foundation Board was being presented to the Commission seeking its advice, guidance, support and participation. Friends & Foundation Executive Director Martin Gomez then introduced Kathy Bella to present in greater detail (copy attached) a proposed 5 year strategy for the proposed Capital Campaign to raise $16 million for FF&E (furniture, fixtures, & equipment) for the renovated and newly constructed branch libraries. Mr. Gomez then outlined the likely campaign expenditures and well as the campaign's structure. The F &F Executive Director reported that this would be a grassroots campaign in each of the 24 neighborhoods and discussed the Campaign's proposed schedule and goals. Mr. Gomez noted that a Campaign Cabinet and Honorary Committee was currently being recruited and sought suggestions for potential members from the Commissioners. Mr. Gomez then outlined the "neighborhood flag" proposal conceived by Commissioner Coulter and planned to develop concurrently with the campaign. The Friends & Foundation Executive Director concluded his presentation with a summary of plans for ongoing monitoring of progress of the Campaign and campaign policies.

Public comment on AGENDA ITEM #5 CAPITAL CAMPAIGN FOR BRANCH LIBRARIES

Mr. Ed Regan suggested that branch libraries have tables so that one could stand and read as well as high backed comfortable chairs. Mr. Peter Warfield raised questions regarding the administrative overhead costs charges to the campaign and questioned when the library would receive funds raised during the campaign and what public accounting would be made of them.

Commission discussion of AGENDA ITEM #5 CAPITAL CAMPAIGN FOR BRANCH LIBRARIES

Commissioner Coulter lauded the campaign's good start and urged that the Friends & Foundation not let the current recession deter their efforts noting that $35 million was raised to equip the Main Library during the last recession. Commissioner Coulter pointed out that conducting widespread grassroots campaigns were by their nature more administratively costly but that such efforts to involve the community were important. President Higueras noted that development of a clear process for how funds for FF&E would be allocated would be important and urged the Friends & Foundation to work closely with library staff to insure a smooth process.

AGENDA ITEM #6 PUBLIC COMMENT

Ms. Debra Nieman, Friends of Noe Valley, commended library staff for being very cooperative in involving the neighborhood in planning for her branch and suggested that the Library consider the Recreation & Park Department's model for gathering public input into its long range planning. An anonymous member of the public noted the extensive use of PowerPoint presentations and further discussed Commissioner Coulter's comments concerning this person's public comment on the Fuhrman Trust. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week 365 days each year and suggested that the lower floors of all the new branches be strengthened so as to allow a second floor to be added. Mr. Peter Warfield seconded the previous request for tables that allowed one to read while standing as well as free standing bookcases. Mr. Warfield thanked the Commissioner who had asked who would be responsible for choosing the furnishing in branches. Mr. John Burket lauded the commitment and very hard work of City Librarian Susan Hildreth and Deputy City Librarian Paul Underwood to prepare plans for the branch library renovations. Mr. Burket also commended Richmond Branch Manger Tim Williams and his staff for working with neighbors to achieve a plan pleasing to all.

Commissioner Chin left the meeting at 7:45

AGENDA ITEM #7 ADJOURNMENT

MOTION: Commissioner Coulter, seconded by Commissioner Steiman that the meeting be adjourned.

ACTION: AYE-5-0 (Coulter, Higueras, Steiman, Streets, and Strobin)

The meeting was adjourned at 7:53PM.

Michael Housh. Commission Secretary 2/21/03

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Minutes of the regular Commission Meeting of February 20, 2003

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Minutes of the regular Commission Meeting of February 20, 2003

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 20, 2003

Item 1:
Approval of the Minutes: January 16, 2003

"The December 19 minutes were approved as amended, but there is no indication of what the amendments were.

There were two amendments. One was a grammatical correction to change a plural pronoun to a singular one. The other was to add Commissioner Coulter's comments that I like to remain anonymous because of the poor quality of my statements.

Neither one of those corrections were made.

If we look at the discussion in these minutes, the same grammatical mistake is made: The anonymous member of the public commented that their public comment . . . .

The discussion that was taking place was that my comments were a sad commentary on my character and Mr. Coulter wanted that on the record. Now there are three instances where that was discussed and it still does not appear on the record.

This is a reflection of my status that I can't even get insults entered in the minutes ."

Minutes of the regular Commission Meeting of February 20, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 20, 2003

Item 2:
Excelsior Branch Design Recommendation

"I am incredulous that a member of the panel complimented the library on its process.

The last community meeting on this issue took place on December 7. This peer review panel has been continued twice and each time I expressed a concern of notice to interested parties.

An announcement was not received from the library, nor was it distributed to this meeting. I got it from the Friends & Foundation. It is an example of who is really in charge.

The minutes of the community meeting are also not distributed here.

The community meeting was taken up with staff members' comments until people actually left.

One older gentleman spoke about his concern for the book collection. He was told that the book collection reduction was very slight, when in fact the reduction is very significant. More to the point, his comments were not written down as part of the notes being taken."

Minutes of the regular Commission Meeting of February 20, 2003

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San Francisco Public Library Commission Meeting, February 20, 2003

Item 3:
Bond Program Manager's Report

"I am grateful for the budget report recap. It shows that the three projects with site acquisition overruns total $1.2 million. I don't think we have seen that all on one page, although it is old news.

This leads me to my traditional comment that I wish the budget schedule was in large enough type so that I could see how it is reflected.

Also, many of the very welcome details in the report are not documented. What we have is an outline. I would like see the details documented so that six months from now we will know what was said about RFQ, the design workshops and that sort of thing."

Minutes of the regular Commission Meeting of February 20, 2003
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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 20, 2003

Item 4:
Richmond Prop. 14 Application

"When this main library building was built, there was a commitment that it would provide for increases in the book collection for the next forty years. Apparently the only people who expected that to be true were demagogues. Now we are told that the Richmond Branch will have a fourteen percent increase in the book collection. The Charette was told over twenty percent. If the only people who expect that to be true are demagogues, thank goodness for demagogues.

Wearing my hat as a demagogue, I expect this to be true.

Based on last month's report that the criteria for success is new construction and shared use agreements with school districts, How realistic is this application?

The explanatory documents on the agenda are 'draft Prop. 14 application.' There is no indication that there is an extensive needs assessment and plan of service that were not distributed to the commissioners."

Minutes of the regular Commission Meeting of February 20, 2003
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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 20, 2003

Item 6:
Public Comment

"Last time Commissioner Coulter assured us that Mr. Paley had nothing to do with the Fuhrman Fund and that my comments were a sad commentary on my character and the games I try to play.

This is a relatively negative statement. Mr. Coulter could have made a positive statement that Mr. Dowlin thought of the whole thing on his own.

The Foundation gave the down payment on the six-year computer contract that was criticized by the Controller on the basis that purchasing something on a six year contract that was only expected to last three years was financially foolish.

One of the conditions of that down payment was that $500,000 be taken from the Fuhrman Fund for it.

Mr. Coulter could have said that the Foundation is not concerned whether their gifts are effectively used.

But Mr. Coulter would have become involved in a discussion involving differing reasonable views, and he can't allow that."

EXCELSIOR DISTRICT IMPROVEMENT ASSOCIATION
45 Santa Rosa Avenue
San Francisco, CA 94112

February 20, 2003

San Francisco Public Library Commission
100 Larkin Street
San Francisco, CA 94102

Re: Excelsior Branch Library Community Room

Dear Commissioners:

It is with great pleasure that I present to you a request from members of the Excelsior District Improvement Association to name the community room at the Excelsior Branch Library after Walter. G. Jebe, Sr.

Walter's long history of business, neighborhood, and civic service include:

- President Emeritus and founder, Council of District Merchants
- President Emeritus and founder, Excelsior Business Association
- Vice President, Excelsior District Improvement Association
- Board member, District 11 Council
- President Emeritus, San Francisco History Association
- Past President of the Library Commission and a Library Commissioner for 11 years, serving under two mayors

In the early 1950s, Walter, who had a camera shop on Mission Street, realized that the Excelsior's small storefront library was wholly inadequate for the number of school children in the district. There were lines out the door every afternoon. He drew up a petition, collected 28,000 signatures at churches, stores, PTA meetings, and wore out two mayors. (Walter told me that, at the time, he didn't know there was a Library Commission so he "did it the hard way".)

Finally after 10 years of work, the Excelsior Library became a reality. It was to be the largest branch library of its day and a regional reference library.

When Walter was appointed to the Library Commission he insisted on holding his swearing-in at his beloved Excelsior Branch Library instead of City Hall. Mayor Dianne Feinstein came to the Excelsior and our library hosted the biggest party in town.

In addition to naming the community room after my friend Walter Jebe, I'd like to suggest a "window box" of historical memorabilia, including one of Walter's treasured possessions – a picture of himself with then Mayor Jack Shelley, shovels in hand, at the ground breaking ceremony for the Excelsior Branch Library.

Thank you for your attention to this request from the Excelsior community.

Sincerely,

Rebecca Silverberg
President

Library Commission

February 20, 2003

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1. Approval of 1/16/03 Minutes

Explanatory document available:

Draft Minutes

2. Excelsior Branch Design Recommendation

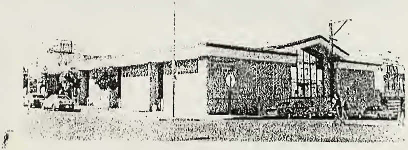
Architect's Presentation
Library Response
Design Review
Public Comment
Commission Discussion

Architect's Presentation

Phillip Sowers, Senior Architect
Bureau of Architecture

SCHEMATIC DESIGN

Excelsior Branch Library
Renovation



San Francisco Bureau of Architecture
February 2003

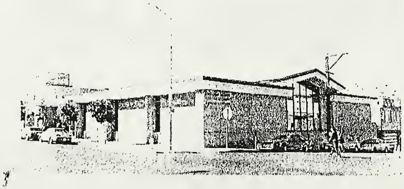
PROJECT GOALS

- Seismic strengthening
- Preserve significant existing features
- ADA accessibility improvements
- Increase space for collections and programs
- Install latest information technology
- Provide better staff working conditions
- Improve ventilation
- Improve energy efficiency
- Meet current code requirements

San Francisco Bureau of Architecture
February 2003

SCHEMATIC DESIGN

Excelsior Branch Library
Renovation



San Francisco Bureau of Architecture
February 2003

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San Francisco Bureau of Architecture
February 2003

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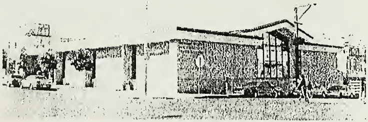

San Francisco Bureau of Architecture
February 2003

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San Francisco Bureau of Architecture
February 2003

Project History

• Schematic design started	Jan. 2002
• Community meetings	March 23, 2002 April 20, 2002 Dec. 7, 2002
• Schematic Design Presentation to Commission	Feb. 20, 2003

San Francisco Bureau of Architecture
February 2003

Existing Building

Mission Street Facade

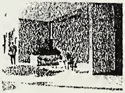
Materials

- Painted stucco eves and soffit
- Painted concrete block and stucco walls

Design

- 1960's Modern Style
- Entrance located deep in building
- Very little glass area along Mission St.
- Large North-facing window that extends to underside of gabled roof

Mission Street/Cotter Street Facades

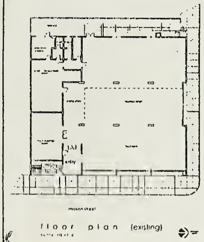


Entrance looking South

Entrance looking West

San Francisco Bureau of Architecture
February 2003

Existing Floor Plan



Features

- Entrance located deep in building
- Exterior planter area south of entrance underutilized
- Circulation desk opposite entrance
- Multipurpose room adjacent to entrance
- Children's area beside entrance
- Adult stacks located west of reading room
- Staff work room large but inefficient
- Only one toilet for public

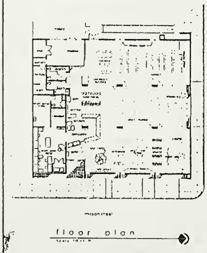
San Francisco Bureau of Architecture
February 2003

Community Comments

- Provide views into Library from Mission Street
- Make street front more attractive
- Staff should be able to observe entrance
- Children's area should be farther from entrance
- Not enough shelving for books
- Lighting should be improved
- Add some color to the interior
- Make rear garden accessible to library patrons
- Install solar panels on roof

San Francisco Bureau of Architecture
February 2003

New Floor Plan



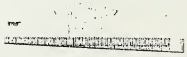
Features

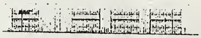
- Entrance moved toward Mission Street
- Work area relocated and front wall moved to align with Mission Street facade
- CMU wall and display case at entrance replaced with window
- Angled glass screen opposite entrance directs patrons toward center of space
- Circ/info desk projects into center of library
- Most frequently used materials, new books reference, and audio visual, located close to entrance
- Self-check machines near exit
- Program room located adjacent to rear terrace
- Children's area adjacent to Program Room
- Young Adult area separate from children's area
- Accessible men's and women's toilets

San Francisco Bureau of Architecture
February 2003

Existing Elevations

- Painted stucco and CMU
- Recessed planter area to south of entrance
- Fixed single-pane windows
- Built-up sloped roof

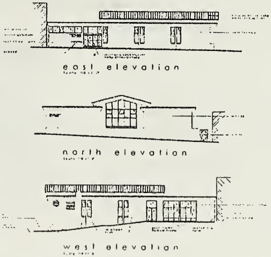




San Francisco Bureau of Architecture
February 2003

New Elevations

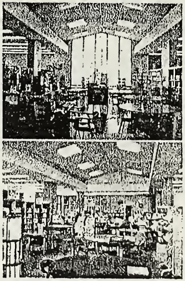
- Work room wall moved toward Mission Street
- Clerestory windows at work room
- Entrance doors moved closer to street
- Windows replaced with double-glazed operable windows
- Photovoltaic panels installed on roof
- Large sliding glass doors open Program Room to rear terrace
- New vents supply fresh air to library



San Francisco Bureau of Architecture
February 2003

Existing Interior

- Ceiling panels should be replaced
- Lighting is unattractive and inefficient
- Wood paneling is dark in color
- Vinyl tile floors are worn
- Colors are drab



San Francisco Bureau of Architecture
February 2003

Interior Improvements

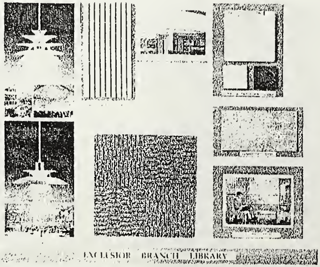
Flooring
- Carpet in public areas
- Linoleum in Staff Areas
- Ceramic tile in toilets
- Carpet walk-off mats in Entry

Walls
- Painted high impact gypsum board walls in public and staff areas
- Maple-veneered wood paneling on wall behind Circulation Desk, in Program Room and on columns in Reading Room
- Ceramic tile in toilets
- Glass plank screen in entry

Built-in furnishings
- Maple circulation desk and casework
- Corian countertops on circulation desk and in toilets

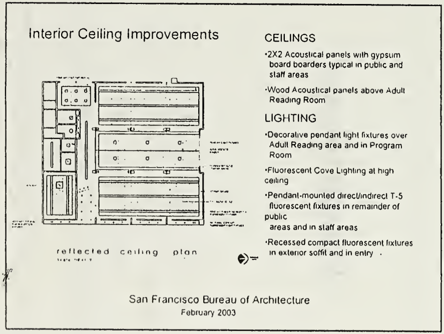
San Francisco Bureau of Architecture
February 2003

Interior Materials



San Francisco Bureau of Architecture

February 2003



Interior Ceiling Improvements

CEILINGS

- 2X2 Acoustical panels with gypsum board boarders typical in public and staff areas
- Wood Acoustical panels above Adult Reading Room

LIGHTING

- Decorative pendant light fixtures over Adult Reading area and in Program Room
- Fluorescent Cove Lighting at high ceiling
- Pendant-mounted direct/indirect T-5 fluorescent fixtures in remainder of public areas and in staff areas
- Recessed compact fluorescent fixtures in exterior soffit and in entry .

San Francisco Bureau of Architecture
February 2003

Library Response

Paul Underwood, Deputy City Librarian

Design Review

Peer Panel Members:
Hillary Gitelman, Presidio Trust
Bryant Rice, AIA
David Hobstetter, Kaplan McLaughlin Diaz

Public Comment

Commission Discussion & Possible Action

3. Bond Program Manager's Report

Informational Presentation

There is no informational presentation this month.

Regular Reports

Budget Report
Schedule Report
Site Acquisitions Report
Active Projects Report
Community Outreach Update

Budget Report

Explanatory document available:

Current Budget Report

dated 2/20/03

Budget Report

- Recap:

  10-10-01 Baseline Budget established

  12-20-01 Glen Park increased $88,000 for site acquisition

  01-17-02 Increased Reserve (reduced all projects 5%)

  05-16-02 Funded Art Enrichment Fund (6 projects, $302,000)

  06-20-02 Mission Bay increased $653,000 for site acquisition

  12-20-02 Ingleside increased $455,000 for site acquisition

  TODAY- No changes

Schedule Report

Explanatory documents available:
New Construction Detailed Schedule
Phases 1-5 Detailed Schedules
dated 6/20/02

Schedule Report

- Recap:
  - 10-10-01 Baseline Schedule established
  - 12-20-01 Glen Park moved up to match Developer's schedule
  - 01-17-02 Detailed schedules for Phases 1-2 issued
  - 02-21-02 Revised to reflect Prop 14 strategy
    Revised Mission Bay to match SFRA schedule
  - 03-21-02 Detailed schedules for all Phases issued
  - 04-18-02 Continued design during Prop14 determinations
  - 06-20-02 Adjusted projects for geographic distribution
  - TODAY- No changes

Site Acquisitions Report

- Glen Park
- Mission Bay
- Portola
- Ingleside
- Visitacion Valley
- Support Services Facility

Active Projects Reports

- Richmond
- Excelsior
- Noe Valley
- Marina
- Parkside
- Other Issues

Community Outreach Update

- Library sponsored meetings:
  None
- Library invited as guest:
  2/18 Westwood Park Homeowner's Association
- Web Site
- Newsletter

Special Reports

There are no special reports this month.

4. Richmond Prop 14 Application

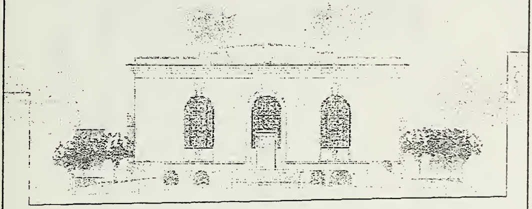
Explanatory document available:

Draft Prop 14 Application

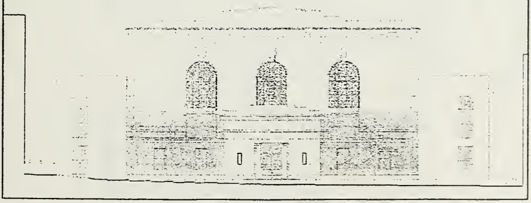
Budget Summary

- $5,141,692 State request, 65% project costs
- $2,768,603 local match, 35% project costs:
  - $2,507,603 Branch Library Improvement Program (bond)
  - $261,000 Friends & Foundation (letter of credit)
- $536,227 ineligible:
  - $486,227 Branch Library Improvement Program (bond)
  - $50,000 Library's operating budget

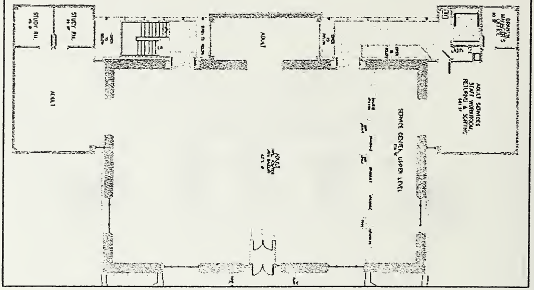
Conceptual Plans



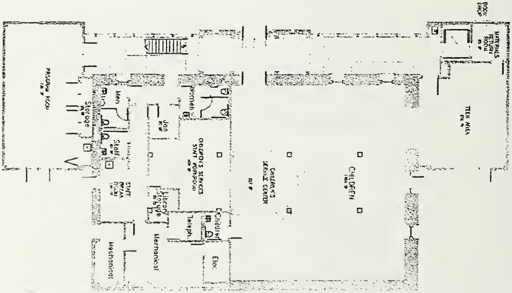
Conceptual Plans



Conceptual Plans


STUDY RM.
STUDY RM.
ADULT
ADULT
ADULT SERVICES STAFF WORKROOM, RETURNS & SORTING
SERVICE CENTER, UPPER LEVEL

Conceptual Plans



Key Supporting Documents

- Community Needs Assessment
- Plan of Service
- Building Program

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5. Capital Campaign for Branch Libraries

Martin Gomez, Executive Director
Friends & Foundation

Explanatory document available:
Capital Campaign Strategy

Friends & Foundation of the
San Francisco Public Library

Branch Capital Campaign
2003 - 2008

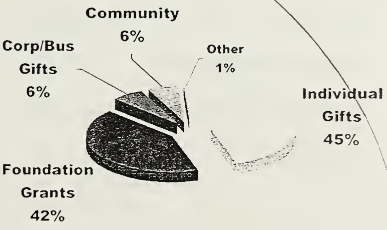
Campaign Goals

- $16 Million
- Positive impression on the community
- Broaden ongoing support for the SFPL
- Increase membership in the F & F
- Strengthen F & F capacity

Campaign Budget

Campaign Revenue	$16,000,000
Use of Revenue	
Branch Renovation (Furniture, Fixtures & Equipment)	$13,000,000
Fundraising Expenses	$3,000,000
	$16,000,000

Preliminary Revenue Projections

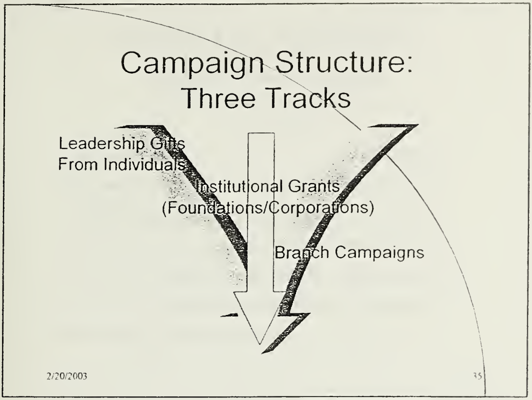


Revenues (By Source)

Individual Gifts	$7,200,000
Foundation Grants	$6,700,000
Corporations/Business	$950,000
Community	$950,000
Other	$200,000
	$16,000, 000

Campaign Expenses (2001 – 2009)

Salaries	$1,700,000
Programs/Supplies	$585,000
Contract Services	$505,000
Printing	$210,000
	$3,000, 000

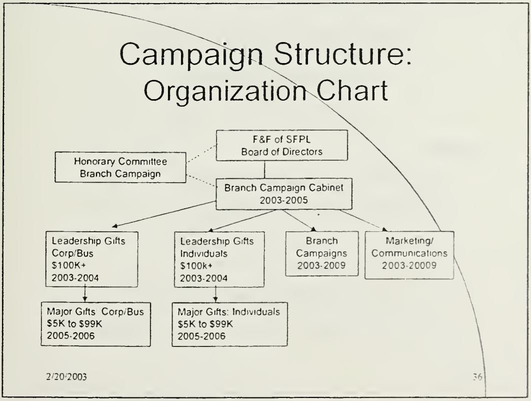


Campaign Structure: Three Tracks

Leadership Gifts
From Individuals

Institutional Grants
(Foundations/Corporations)

Branch Campaigns



Campaign Structure: Organization Chart

F&F of SFPL
Board of Directors

Honorary Committee
Branch Campaign

Branch Campaign Cabinet
2003-2005

Leadership Gifts
Corp/Bus
$100K+
2003-2004

Leadership Gifts
Individuals
$100k+
2003-2004

Branch
Campaigns
2003-2009

Marketing/
Communications
2003-20009

Major Gifts Corp/Bus
$5K to $99K
2005-2006

Major Gifts: Individuals
$5K to $99K
2005-2006

Campaign Schedule: Preparation Phase

September – December 2002

- ✓ Cultivation
- ✓ Prospect Research
- ✓ Campaign Plan, Budget & Organization
- ✓ Staff Activity
- ✓ Marketing & Communication
- ✓ Friends & Foundation Board

Campaign Schedule: Year One

2003

Goals

- ☐ Recruit volunteer leadership
- ☐ Determine look/message
- ☐ Set the tone
- ☐ Secure pledges
- ☐ Secure leadership gift commitments
- ☐ Roll out initial cluster of branch campaign

Campaign Schedule:
Year One: 2003
Citywide

Cabinet

Committees

- Individual leadership gifts
- Corporate/business leadership gifts
- Community
- Marketing/communications

Honorary Committee

Campaign Schedule:
Year One: 2003
Branch/Local Level

- Best practices
- Community Outreach
- Coalition Building
- "BLIP" Schedule
- Neighborhood "Flag"

Campaign Schedule: Years 2 – 5

2004 - 2008

- ✓ Continuous Evaluation
- ✓ Continuous volunteer reinforcement, recruitment and training
- ✓ "Rolling" local branch campaigns
- ✓ Donor recognition, acknowledgement, stewardship
- ✓ Steady flow of press coverage
- ✓ Continuous prospect research

Campaign Policies

- Branch Allocation
- Gift Recognition
- Other (as needed)

Branch Allocation Policy

- ✓ Establish local neighborhood campaign & support group
- ✓ Dollars raised in the neighborhood stay in the neighborhood until goal is reached
- ✓ If local goal is exceeded:
  - ✓ Distribute funds to overall campaign
    or
  - ✓ Adopt a local branch
- ✓ If campaign goal ($16 million) is exceeded, create a city wide fund that will:
  - ✓ Allow branch staff to apply for grants for local projects
    or
  - ✓ Support or expand citywide programs that benefit all neighborhoods

---

Next Steps

- Proceed with work on Campaign priorities for 2003
- Develop Gift Recognition Policies
- Work closely with Library Staff to advance the campaign
- Report campaign progress to Commission on a quarterly basis (and more frequently as needed).

Involvement Needed by Commission

- Identify and give feedback on key policy issues to Friends & Foundation
- Help to cultivate and solicit select donors
- Make a gift to the campaign that is personally significant

6. Public Comment

7. Adjournment

Excelsior Branch Renovation Project
Library Commission Meeting
February 20, 2003

BRANCH LIBRARY
IMPROVEMENT PROGRAM

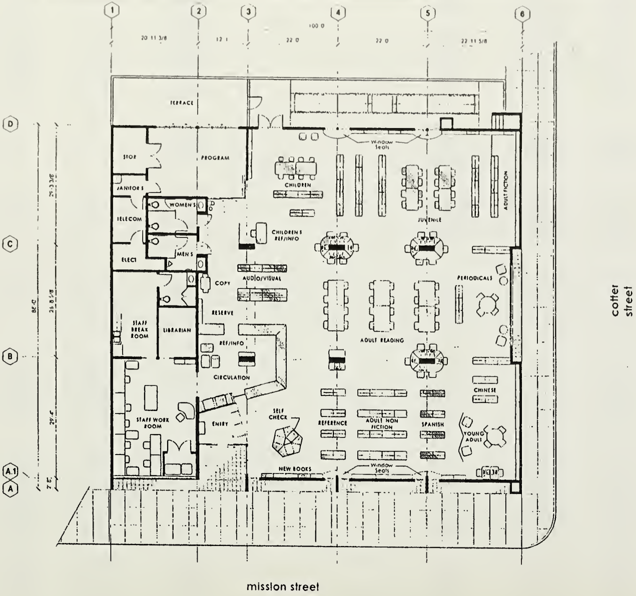
PROGRAM HIGHLIGHTS

Service and Program Components

- Meet earthquake safety & accessibility standards
- Easily accessible for seniors
- Increase public restrooms from one unisex to two multi-stall ADA restrooms
- Program room will have capacity to be used as a computer training lab
- Enhanced program space able to be used for a variety of purposes
- Reconfigured entrance
- Book return from the exterior of the building into a secure room
- Three express checkout machines
- Infrastructure to provide modern technologies and flexibility for the future
- Maximize use of natural light
- Variety of seating, including lounge, reader seats and tables and computer workstations
- Increase the Language collections
- Expand the A/V collections (videos, DVD, CDs, Books on tape)
- Increased material for teens

Proposed Library Services

	Current	Proposed
Public Computers	9	18
Meeting/Program Room	640 Square Feet	601 Square Feet
Reader Seats	73	45
Tables	16	14
Lounge Seating	0	6 (plus 8 window seats)
Periodicals & Newspapers	153	153
Collection	46,800	44,471



floor plan

Scale 1/8" = 1'-0"

REFERENCE NORTH

Bureau of
Architecture
DEPARTMENT OF PUBLIC WORKS
CITY AND COUNTY OF SAN FRANCISCO
30 Van Ness Avenue Suite 4100
San Francisco, CA (415)557-4700
94102-6028 Fax (415)557-4701

Excelsior Branch
Library
RENOVATION
4400 Mission Street
San Francisco, CA 94102

NO	DATE	REVISIONS

DRAWN
CHECK1
CHECK2
FILE
PROJ ARCH
PROJ MGR
BUREAU MANAGER DATE
MARK DORIAN JUNE 2001

DRAWING TITLE
FLOOR PLAN

SHEET NO SHEET . . OF . . SHEETS

SCALE AS NOTED
JOB NO 7525A

								FUND STATUS		
#		Baseline Budget (10/01)	Approved Budget (12/02)	City Prop A Bonds	State Prop 14	Other Sources	Total All Sources	Appropriated	Total Available	Actual 31 Jan 03	New This Month
										B	
Phase 0 Projects											
CP 7514A	Glen Park	1 770 000	3 428 000	3 428 000	(d)		[illegible]	[illegible]	[illegible]		

CURREN‑ :T REPORT-2000 Branch Library Improvement Bond Program
February . J

	JOB #	Branch	BUDGET Baseline Budget (10/01)	BUDGET Approved Budget (12/02)	REVENUE – FUND STRATEGY City Prop A Bonds	REVENUE – FUND STRATEGY State Prop 14	REVENUE – FUND STRATEGY Other Sources	REVENUE – FUND STRATEGY Total All Sources	REVENUE – FUND STATUS Appropriated	REVENUE – FUND STATUS Total Available	EXPENDITURES/ENCUMBRANCES Actual 31-Jan-03	EXPENDITURES/ENCUMBRANCES New This Month
Phase 0 Projects											B	
GP	7514A	Glen Park	1,770,000	3,428,000	3,428,000	(4)		3,428,000	3,428,000	3,428,000	21,569	0
IN	7516A	Ingleside ¹	1,770,000	2,225,000	1,025,000	1,200,000 (4)		2,225,000	2,225,000	2,225,000	76,591	0
PL	7519A	Portola ¹	1,770,000	1,770,000	1,070,000	700,000 (4)		1,770,000	1,770,000	1,770,000	13,578	1,984
VV	7521A	Visitacion Valley ¹	2,090,000	2,090,000	2,090,000	(4)		2,090,000	731,500	731,500		0
SC	7523A	Support Services	9,080,000	8,626,000	8,626,000			8,626,000	8,626,000	8,626,000	8,067,526	737
		SUBTOTAL	*16,480,000*	*18,139,000*	*16,239,000*	*1,900,000*	*0*	*18,139,000*	*16,780,500*	*16,780,500*	*8,179,264*	*2,721*
Phase 1 Projects												
EX	7525A	Excelsior	3,820,000	3,629,000	3,629,000	(4)		3,629,000	1,400,825	1,400,825	458,424	25,721
MA	7510A	Marina	4,110,000	3,904,500	3,904,500			3,904,500	3,904,500	3,904,500	36,387	54
MB	7518A	Mission Bay	3,350,000	3,957,000	3,957,000			3,957,000	3,957,000	3,957,000	50,416	0
NV	7511A	Noe Valley	4,410,000	4,189,500	4,189,500			4,189,500	1,047,375	1,047,375	24,594	1,055
PS	7512A	Parkside	2,880,000	2,736,000	2,736,000			2,736,000	2,736,000	2,736,000	40,551	1,054
RI	7513A	Richmond	7,630,000	7,141,500	41,500	4,700,000 (4)	2,400,000 (2)	7,141,500	2,441,500	2,441,500	375,575	15,784
VV	7522A	Visitacion Valley	3,230,000	3,020,500	3,020,500	(4)		3,020,500	620,000	620,000	28,000	0
		SUBTOTAL	*29,430,000*	*28,578,000*	*21,478,000*	*4,700,000*	*2,400,000*	*28,578,000*	*16,107,200*	*16,107,200*	*1,013,947*	*43,668*
Phase 2 Projects												
GP	7515A	Glen Park	2,800,000	1,253,000	1,253,000	(4)		1,253,000	1,253,000	1,253,000	37,815	0
IN	7517A	Ingleside	2,800,000	2,618,000	918,000	1,700,000 (4)		2,618,000	665,000	665,000	25,041	658
PL	7520A	Portola	2,800,000	2,618,000	918,000	1,700,000 (4)		2,618,000	665,000	665,000	32,499	342
NB	7526A	North Beach	3,460,000	3,287,000	3,287,000	(4)		3,287,000	821,750	821,750		0
SS	7527A	Sunset	1,490,000	1,415,500	1,415,500			1,415,500	1,415,500	1,415,500	10,234	0
WP	7528A	West Portal	4,110,000	3,904,500	3,904,500			3,904,500	976,125	976,125	17,983	0
		SUBTOTAL	*17,460,000*	*15,096,000*	*11,696,000*	*3,400,000*		*15,096,000*	*5,796,375*	*5,796,375*	*123,572*	*1,000*
Phase 3 Projects												
BV	7529A	Bayview	3,820,000	3,629,000	3,629,000	(4)		3,629,000		0	11,866	7,617
EV	7530A	Eureka Valley	4,580,000	4,351,000	4,351,000			4,351,000		0	18,202	0
OR	7531A	Ortega	3,560,000	3,382,000	3,382,000	(4)		3,382,000	70,000	70,000		0
WA	7532A	Western Addition	3,430,000	3,258,500	3,258,500			3,258,500		0	22,672	11,637
		SUBTOTAL	*15,390,000*	*14,620,500*	*14,620,500*	*0*	*0*	*14,620,500*	*70,000*	*70,000*	*52,740*	*19,254*
Phase 4 Projects												
AZ	7533A	Anza	4,740,000	4,503,000	4,503,000			4,503,000		0		0
BE	7534A	Bernal Heights	5,350,000	5,082,500	5,082,500			5,082,500		0		0
GG	7435A	Golden Gate Valley	5,340,000	5,073,000	5,073,000			5,073,000	50,000	50,000		0
PT	7536A	Potrero	4,230,000	4,018,500	4,018,500			4,018,500		0		0
		SUBTOTAL	*19,660,000*	*18,677,000*	*18,677,000*	*0*	*0*	*18,677,000*	*50,000*	*50,000*	*0*	*0*
Phase 5 Projects												
ME	7537A	Merced	4,200,000	3,990,000	3,990,000			3,990,000		0		0
PK	7538A	Park	1,310,000	1,244,500	1,244,500			1,244,500		0		0
PD	7539A	Presidio	1,530,000	1,453,500	1,453,500			1 453,500	15,000	15,000		0
		SUBTOTAL	*7,040,000*	*6,688,000*	*6,688,000*	*0*	*0*	*6,688,000*	*15,000*	*15,000*	*0*	*0*
Program-Wide Services & Costs												
LM	7501A	Library Program Costs	800,000	800,000	800,000			800,000	600,000	600,000	57,849	24,013
CS	7500A	Program Consultants	750,000	750,000	750,000			750,000	562 500	562,500	89,812	0
PM	7509A	City Program Management	3 600,000	3,600,000	3,600,000			3 600,000	1,013 822	1,013 822	396 653	37 801
RE	7502A	Real Estate Dept	120,000	120,000	120,000			120 000	120,000	120 000	120 000	0
AR	7503A	Art Enrichment Program	0	302,000	302,000			302 000	302 000	302,000	17 709	1 838
RM		Relocation & Moving Reserve	4,360,000	4,320,000	4 320,000			4 320,000	1 080 000	1 080 000		0
FE		Furniture & Equipment Reserv	15,000,000	15,000,000	0		15,000,000 (3)	15,000,000		0		0
FC		Bond Financing Costs	1,500,000	1,500,000	1,500,000			1 500 000	338 622	338,622	215 238	0
SF		Program Reserve	1,675 000	5,074,500	5,074,500			5,074 500	818,981	818,981		0
		SUBTOTAL	*27,805,000*	*31,466,500*	*16,466,500*	*0*	*15,000,000*	*31 466,500*	*4,835,925*	*4,835,925*	*897 261*	*63,652*
OTAL			133,265,000	133,265,000	105,865,000	10,000,000	17,400,000	133,265,000	43,655,000	43,655,000	10,266,784	130,295

(1) Direct Cost of Land estimated by DRE as follows Ingleside $1,125,000; Portola $1,125,000; Visitation Valley $1,350,000
(Remainder represents estimated costs for relocation benefits, appraisal fees, real estate staff time, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition, remedial sitework)

(2) Earthquake Safety Program funds remaining for Branch Libraries

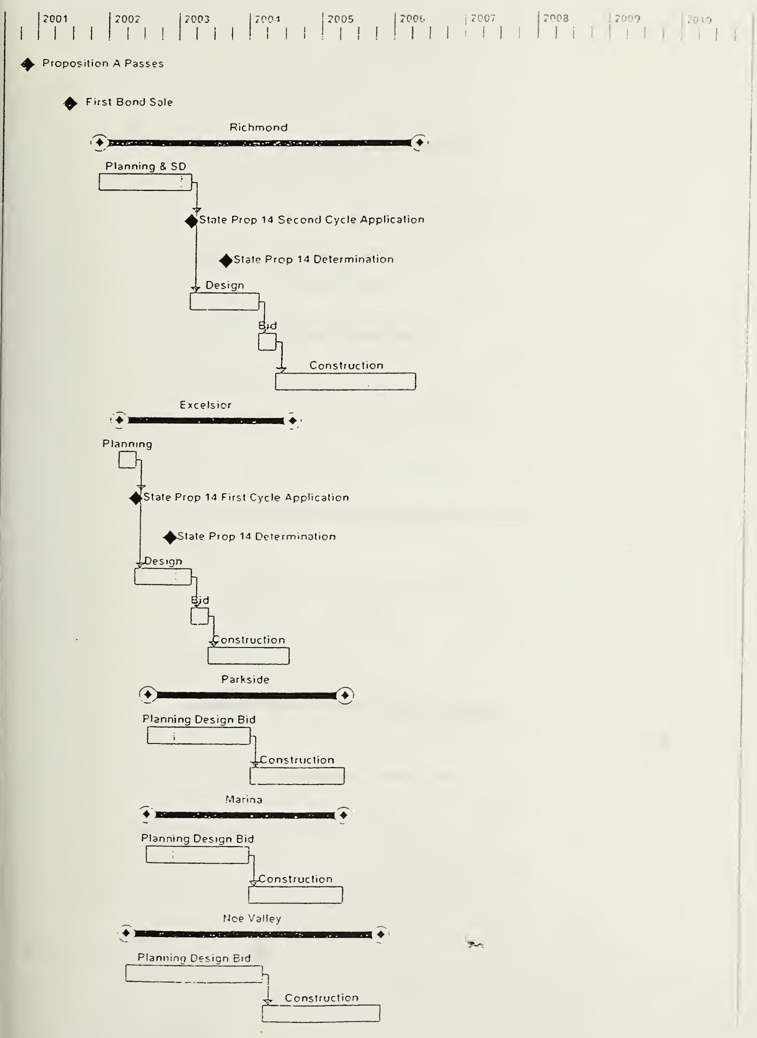
		BUDGET		REVENUE							
				FUND STRATEGY				FUND STATUS			
JOB #	Branch	Baseline Budget (10/01)	Approved Budget (12/02)	City Prop A Bonds	State Prop 14	Other Sources	Total All Sources	Appropriated	Total Available	Actual 31-Jan-03	New This Month
										B	

(3) Private donations from Friends & Foundation

(4) Prop. 14 applications may be submitted for these projects

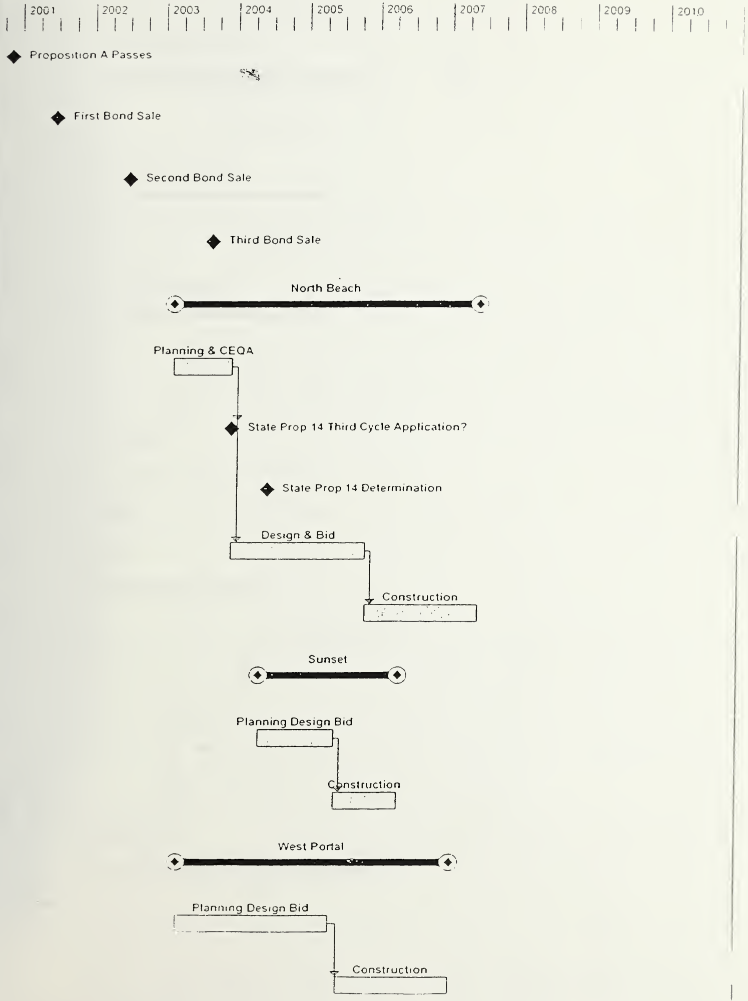
PHASE 1 DETAILED SCHEDULE

06-20-02



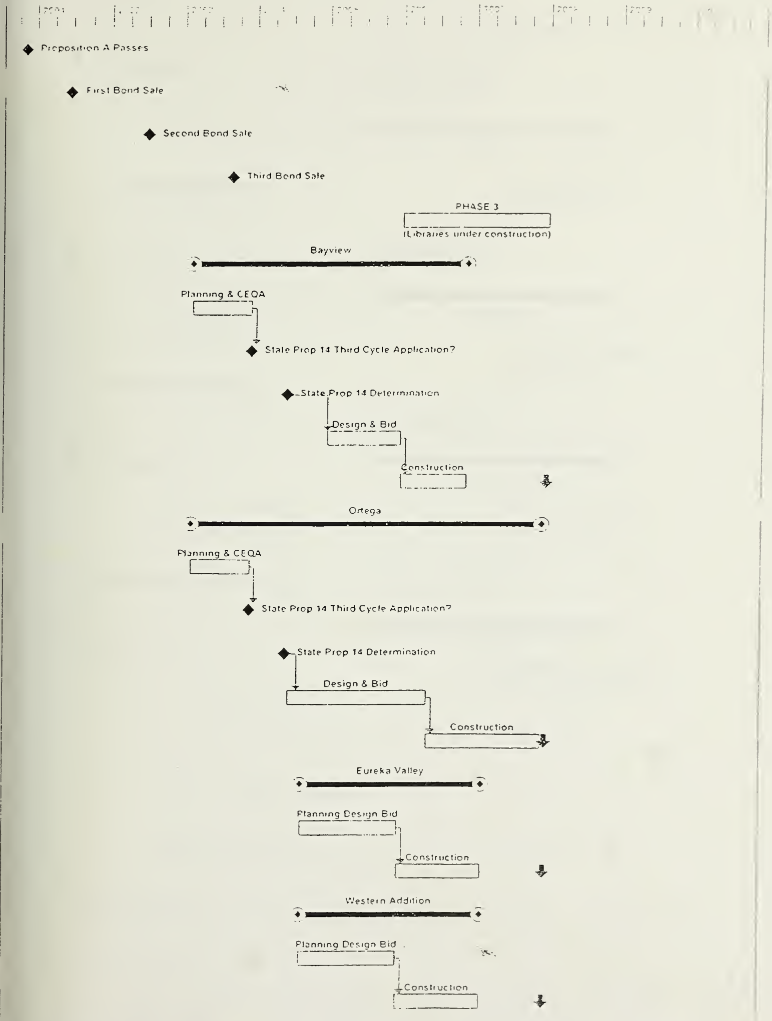
E 2 DETAILED SCHEDULE

06-20-02



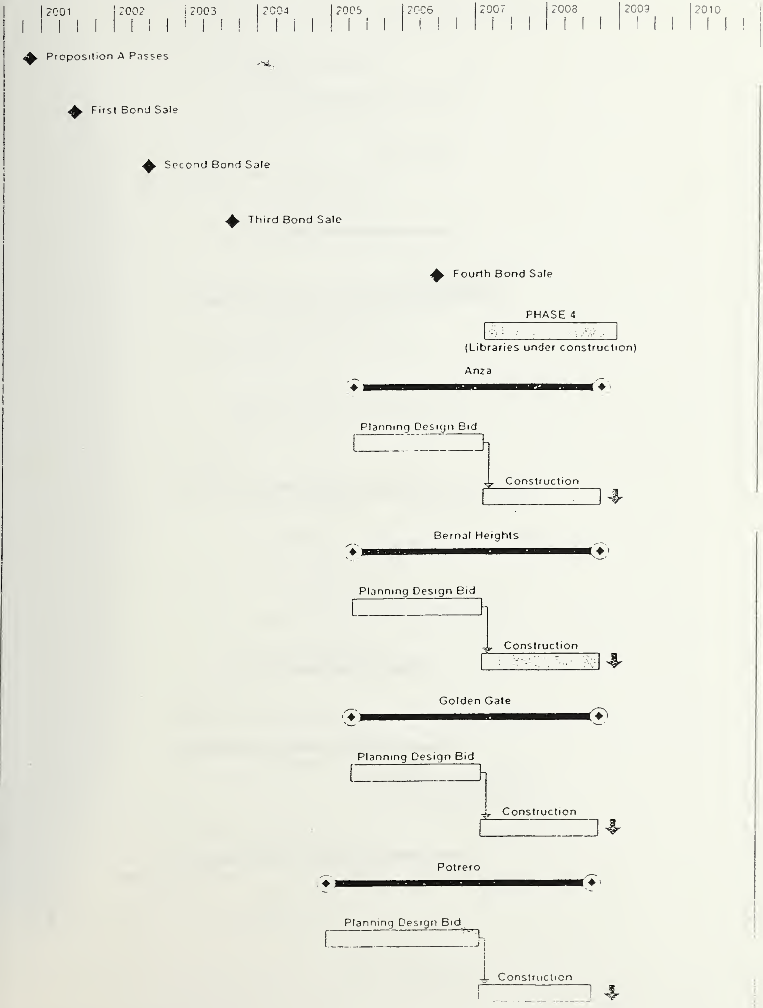
HASE 3 DETAILED SCHEDULE

06-20-02



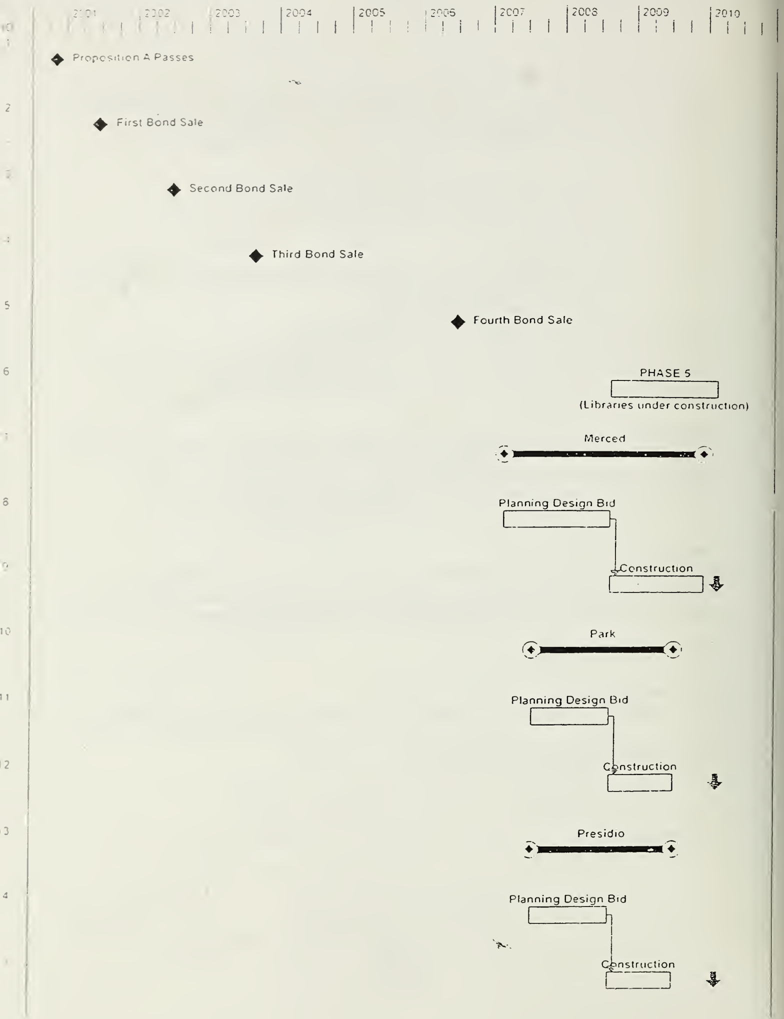
SE 4 DETAILED SCHEDULE

06-20-02



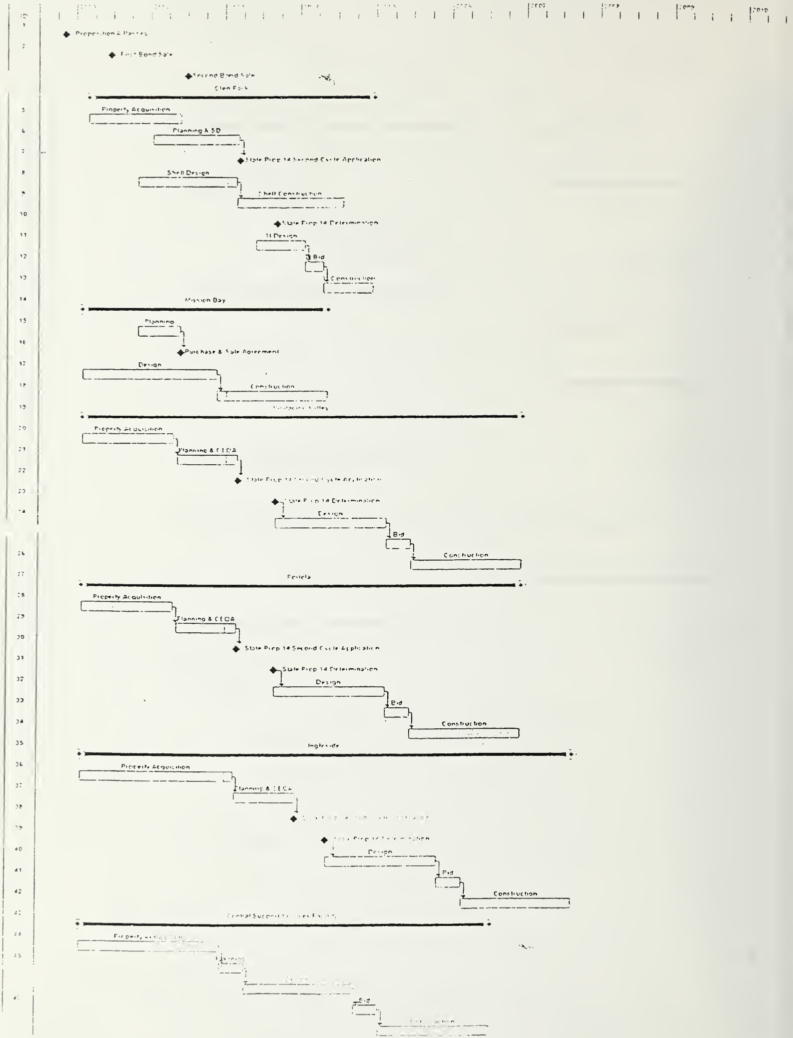
HASE 5 DETAILED SCHEDULE

06-20-02



PHASES 1 & 2 NEW CONSTRUCTION

CS



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To Library Commission

From: Susan Hildreth, City Librarian

Re: Approval of Proposition 14 application for Richmond Branch Library Expansion and Renovation

Date: February 20, 2003

I am pleased to submit for your consideration the Proposition 14 application for the Richmond Branch Library Expansion and Renovation. This is the result of the hard work of many staff members and also represents a project design that is supported by the community.

We had previously anticipated that we would also bring the Ingleside Proposition 14 application to you for approval at this time, but due to title issues and continued discussions with the San Francisco Unified School District on cooperative service agreements, we have decided to submit that project, as well as several others, in Cycle 3 of Proposition 14, which will be due in January 2004.

The Library held a community meeting on February 13th at the Richmond Branch to provide a project update and share with the community some of the improvements they could anticipate in the expanded and renovated branch. Please see attached information that was distributed at the meeting. Here are some highlights:

- Overall expansion of 4,000 sf
- Adult area increase of over 1,300 sf
- New teen area
- New program room
- Additional computers and mix of seating
- 14% increase in book collection, from 74,800 to 85,645 volumes
- Fully accessible building with modern restroom facilities

The total project cost is $8,446,522. As you may recall, the State provides 65% of the project cost, with the local match being 35%. Costs that are eligible for State funding include furniture, fixtures and equipment whereas those costs cannot be funded through the Branch Library Improvement Program Bond. Here is an outline of project costs:

- $5,141,692 – State request, 65% project costs
- $2,768,603 - 35% local match, $2,507,603 from Branch Library Improvement Program bond and $261,000 from Friends & Foundation via letter of credit
- $536,227 – Costs that are not eligible for State funding, $486,227 from the Branch Library Improvement Program, $50,000 from the Library's operating budget to enhance the collection

Tonight we are asking that you approve a resolution that recommends that the Board of Supervisors approve this application. The application will submitted to the Board of Supervisors for their review immediately; and we anticipate their approval prior to the State deadline of March 28, 2003.

Attachment

BRANCH LIBRARY
IMPROVEMENT PROGRAM

Richmond Branch Renovation & Expansion Project
Community Meeting
February 13, 2003

PROGRAM HIGHLIGHTS

Service and Program Components

- Renovate and expand 1914 Carnegie Era library while preserving the historic character.
- Creation of a new, larger lobby on the 10th Avenue side.
- Meet earthquake & accessibility standards.
- Increase public restrooms from a single unisex facility to two facilities, one for men and another for women, both with two stalls each, as well as a "family" restroom within the Children's Room.
- Infrastructure to provide modern technologies and flexibility for the future.
- Dedicated space for collections and seating especially designed for teenagers.
- There are 2 Study Rooms for a total of 8 chairs (4 per room).
- New Program Room designed for adult and children's programs and with capacity to be used as a computer training lab.
- Space for community bulletin board and handout racks in lobby.
- More computers and access to the Internet and library online resources.
- Increased collections: more materials for teens, collections in Chinese & Russian and A/V (14% increase).

Updated 2/20/03

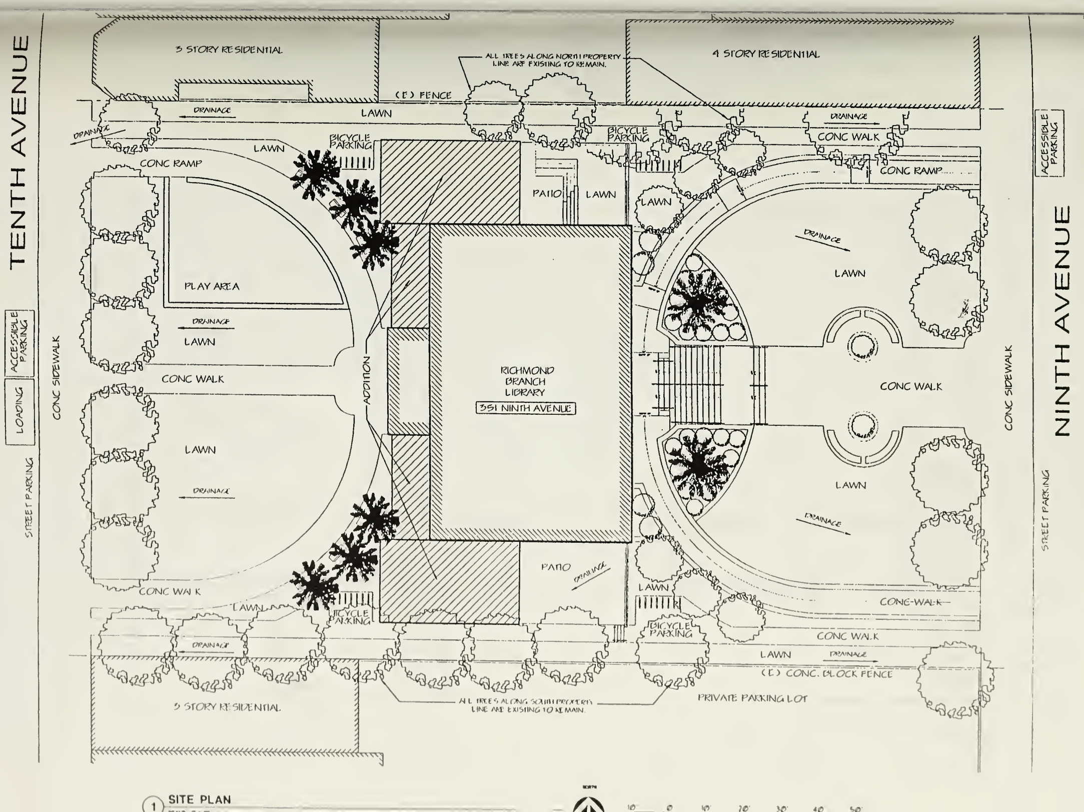
Richmond Branch Renovation & Expansion Project
Community Meeting
February 13, 2003

Proposed Library Spaces

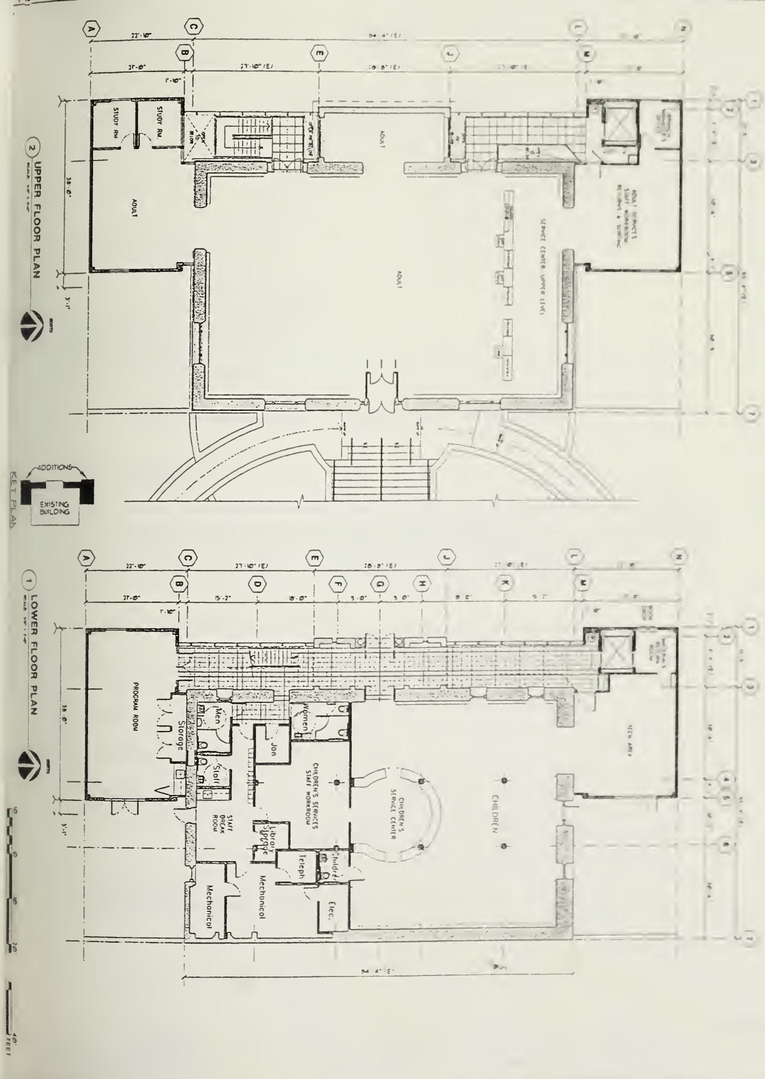
Library Space	Current	Proposed
Building Size	9,820 GSF	13,820 GSF
Adult Area	2,969 NSF	4,310 NSF
Teen Area	0 NSF	575 NSF
Children's Area	1,936 NSF	1,930 NSF
Program Room	386 NSF	720 NSF
First Floor Staff	611 NSF	1,175 NSF
2nd Floor Staff	879 NSF	1,025 NSF
All Other	3,044 GSF	4,085 GSF

Proposed Library Services

Library Service	Current	Proposed
Reader seats	74	48
Lounge type seating	0	10
Study room seats	0	8
Computer workstations	8	20
Computer terminals	7	0
Study rooms	0	2
Collection size	74,800	85,645


TENTH AVENUE
NINTH AVENUE
3 STORY RESIDENTIAL
4 STORY RESIDENTIAL
ALL TREES ALONG NORTH PROPERTY LINE ARE EXISTING TO REMAIN.
(E) FENCE
DRAINAGE
LAWN
BICYCLE PARKING
CONC WALK
CONC RAMP
ACCESSIBLE PARKING
PATIO
LAWN
PLAY AREA
DRAINAGE
LAWN
CONC WALK
ADDITION
RICHMOND BRANCH LIBRARY
351 NINTH AVENUE
LAWN
DRAINAGE
CONC WALK
CONC SIDEWALK
LOADING
ACCESSIBLE PARKING
STREET PARKING
CONC SIDEWALK
STREET PARKING
PATIO
DRAINAGE
CONC WALK
BICYCLE PARKING
CONC-WALK
CONC WALK
LAWN
DRAINAGE
(E) CONC. BLOCK FENCE
PRIVATE PARKING LOT
5 STORY RESIDENTIAL
ALL TREES ALONG SOUTH PROPERTY LINE ARE EXISTING TO REMAIN.
NORTH
10
0
10'
20'
30'
40
50'

1 SITE PLAN



2 UPPER FLOOR PLAN

1 LOWER FLOOR PLAN

KEY PLAN

FIRST REPUBLIC BANK
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February 19, 2003

Ms. Susan Hildreth, City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Re: Friends and Foundation of the San Francisco Public Library

Dear Ms. Hildreth:

This is to confirm that First Republic Bank has approved and expects to be in a position to issue a Letter of Credit on behalf of Friends and Foundation of the San Francisco Public Library in favor of San Francisco Public Library by February 28, 2003. The Letter of Credit will be issued in the amount of $261,000 with a final maturity date of January 1, 2007.

Please feel free to call me if you have any questions or I can be of assistance.

Thank you for your consideration.

Sincerely,

Paula J. Berggren
Senior Commercial Lender

cc: Martín Gómez, Executive Director
Friends and Foundation of the San Francisco Public Library

San Francisco Los Angeles Santa Barbara Newport Beach San Diego Las Vegas New York

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Friends & Foundation
of the
San Francisco Public Library

February 3, 2003

Susan Hildreth
City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Dear Ms. Hildreth:

This letter states the agreement of the Friends & Foundation of the San Francisco Public Library ("Friends & Foundation") to support the San Francisco Public Library's ("Library") renovation of the Richmond Branch Library (the "Richmond Renovation"). The Friends & Foundation commits to provide $261,000 toward the cost of the furniture, fixtures, and equipment needed to complete the renovation project.

We understand that you anticipate that the actual commencement of the construction of the Richmond Renovation will not occur for a substantial period of time. As we get closer to the commencement of the construction, we will work with you to prepare a document that sets forth the mechanics for our payments (the "Mechanics Agreement" with a reference date of February 3, 2003), including such items as how you will notify us of the need for a payment, whether we will reimburse you or make payments directly to vendors, etc. At this time, however, we confirm that we are committing $261,000 for furniture, fixtures and equipment acquired as part of the Richmond Renovation.

To secure our commitment, the Friends & Foundation will provide a Letter of Credit ("L/C") in the amount of $261,000. The beneficiary of the L/C will be the San Francisco Public Library. The L/C will be established by February 20, 2003. The L/C will expire on the earliest of (1) payment by Friends & Foundation of its full $261,000 commitment, (2) completion of the Richmond Renovation (in the event the full $261,000 is not needed by the Library), (3) January 1, 2005, but only if the Richmond Renovation has not commenced by that date, or (4) January 1, 2007.

Once construction begins, the Library will request that the Friends & Foundation provide the committed funds as needed during the renovation project. The actual mechanics of the request will be set out in the Mechanics Agreement. The Mechanics Agreement will provide that Friends & Foundation will have 21 days in which to provide the requested funds. Should the Friends & Foundation violate this payment obligation under the Mechanics Agreement, the Library will have the right to draw on the L/C.

Because the Friends & Foundation are committing to a total of $261,000, as we make payment, the amount to which you may be entitled under the L/C will be reduced so that it reflects the unpaid portion of our commitment. Once our commitment has been fully satisfied, the San

Francisco Public Library will return the original letter of credit and any amendments thereto to the Friends & Foundation which will cancel the L/C with the issuing bank through delivery of same.

Please indicate your acceptance of this agreement by signing below.

Sincerely,

Martín Gómez
Executive Director

Approved and accepted:

Susan Hildreth　　　　2/3/03

Susan Hildreth　　　　Date
City Librarian

DRAFT RESOLUTION FOR THE LIBRARY COMMISSION - FEBRUARY 20, 2003

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branch libraries currently located in leased facilities and construct a new library facility in Mission Bay, and acquire a new facility for library technical services; and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000,000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, the planned project to expand and renovate the Richmond Branch Library appears to satisfy the funding priorities for Proposition 14 grant funding; and,

WHEREAS, Library staff has prepared a Proposition 14 grant application for the Richmond Branch Library expansion and renovation project, including application form and supporting documentation, that is on file with the Commission Secretary, which is hereby declared to be a part of this resolution as it set forth fully herein; and,

WHEREAS, Section 20440 of Title 5; of the California Code of Regulations requires the Board of Supervisors to certify the Proposition 14 grant application for the Richmond Branch Library; now, therefore, be it

RESOLVED, That the Library Commission approves the Proposition 14 grant application for the Richmond Branch Library expansion and renovation project, including application form and supporting documentation; and be it

FURTHER RESOLVED That the Library Commission urges the Board of Supervisors to certify the City's Proposition 14 grant application as required by Section 20440 of Title 5; of the California Code of Regulations.

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission
From: Susan Hildreth, City Librarian
Re: Modification of Budget Change Proposals for 2003/04 Budget
Date: March 17, 2003

Two significant funding needs have come to my attention since the Commission took action on proposed 2003/04 budget change proposals on March 4, 2003. One of these needs was identified in the previous agenda item - $148,652 for modifications to the Support Services Center. The second significant need, $50,000, would support assistance in procuring furniture, fixtures and equipment (FFE) for the first phase projects in the Branch Library Improvement Program.

The Library has completed a request for proposal process for interior design services to set furniture design standards and provide interior design services for the Branch Bond Program. Kwan-Henmi was selected from this process; and the Library is currently negotiating a contract with Kwan-Henmi for these services, which will be supported by funding from the Branch Library Improvement Program. Kwan-Henmi was also asked to provide assistance in the FFE procurement process.

As a reminder, FFE cannot be purchased with general obligation bond funds. As you know, the Friends & Foundation are mounting a capital campaign to raise private funds for the FFE. Although general obligation bond funds can be used for both overall FFE design standard-setting and for interior design services for specific projects, general obligation bond funds cannot be used to assist in the procurement of FFE. The Library had anticipated that general obligation bond funds might be able to be used to support procurement activity and has now been informed by the City's Bond Counsel that funds other than bond funds must be used to support the procurement activity.

Although Friends & Foundation are raising funds for FFE, they will not be procuring the FFE. The funds that are raised will be given to the City for purposes of FFE purchases; and all City procedures and regulations will be followed in making these purchases. Although Martin Gomez and I are discussing possible support from the Branch Capital Campaign for FFE procurement, it is not available at this early stage of the campaign.

The Library has identified existing Library staff who can manage the procurement process, with the assistance of City purchasing staff, yet the specific nature of the FFE and the volume of the purchases is such that we are recommending that Library staff obtain specialized advice and consultation of Kwan-Henmi for this significant procurement process. We anticipate bundling at least 6 projects in the first phase of procurement, which would result in a package of approximately $3 million. The contract that Kwan-Henmi will have in place for the bond program can be modified to include these services. Please see the attached memo from Sylvia Kwan, Kwan-Henmi, outlining the proposed services.

Therefore, we have identified a critical need for $198,652 that takes precedence over several of the enhancements that you approved on March 4, 2003. We propose to redirect funding from the following projects to support this need:

Express Checkouts (Reduce from 3 to 2 units)	$31,500
Security System Upgrade	$60,000
Digital Camera (Balance available $2,858)	$3,652
Main AV Equipment	$33,500
Operations increase	$20,000
Staff Intranet study	$50,000
Total	$198,652

We hope that we will be able to fund some of these initiatives from other allocations in the 2003/04 operating budget. Since I was not able to present the City Librarian's report at the March 4, 2003, meeting, I did not have the opportunity to inform you of the generous $1 million bequest from the estate of Phyllis Wattis to the Friends & Foundation to establish the "Phyllis C. Wattis Fund for the Main Library". The earnings from this fund will be designated for the general purposes of the Main Library including, but not limited to, the acquisitions of books, maintenance and capital improvements. We would anticipate using some of these funds, when available, for some of the needs that we have identified and not been able to fund for the Main Library.

If the Commission approves this redirection, the budget change proposals would be modified to include two new projects:

Improvements to 190 9th St.	$148,652
Branch FFE procurement	$50,000

These redirections do not change the Budget Change Proposal totals. The Mayor's Budget Office has not yet closed the budget so these modifications could be made but we do need action on this item at the March 20th meeting. Also, the Capital Improvement Plan for 2003/04 would be modified. We currently have $200,000 allocated for facility maintenance; and this amount would be increased by $148,652 for a total of $348,652.

Attachments

3/17/2003

PUBLIC LIBRARY
FY 2003-04 BUDGET CHANGE PROPOSALS (REVISED)

ATTACHMENT A

Priority	DIVISION	TITLE	DESCRIPTION	FTE	Personal Services	Operating Expense	Total
1	Systemwide	Convert 3602 Library Page with Benefits to Permanent Civil Service Status	Convert 70 Library Page positions from Temporary PTAN or provisional status to Permanent Civil Service status. Incumbants in these positions receive health and retirement benefits and conversion is necessary in order for these staff to continue receiving benefits.	2.89	$ 172,650	$ -	$ 172,650
2	IRMO	Book Budget Increase	Increase book budget commensurate with increase in revenue (3%).	0.00	$ -	$ 182,000	$ 182,000
3	Main	Maintenance and supplies for Public Copy and Print Program	Supplies for the Public Copy and Print Program. Includes paper, toner, and maintenance of copiers and printers. Opportunity funds used in the current year to cover supplies, copiers and printers under warrenty the first year	0.00	$ -	$ 33,000	$ 33,000
4	Systemwide	**Support Services Center Modifications**	**Construction of loading dock, modifications to 1st floor to accommodate shipping, receiving, and temporary storage of materials, and reconfiguration of of existing offices and construction of new work areas on the 2nd and 3rd floors. Total project costs $726,060 -- $148,652 from LPF and $577,408 from the Library Improvement Fund (balance of funds appropriated for construction of a 2nd floor bridgeway in the Main Library).**	0.00	$ -	$ 148,652	$ 148,652
5	Systemwide	**FF&E Procurement Consultation (Branch Bond Program)**	**Services provided by Kwam-Henmi for assistance in procuring FF&E for Phase I projects. Contract for developing furniture design standards and procurement being negotiated with Kwam-Henmi following an RFP process. Bond funds cannot be used to assist in procurement of furnishings. Funds would be used to support this service.**	0.00	$ -	$ 50,000	$ 50,000
6	Operations	190 9th St.	Custodian for Support Services Center at 190 9th Street. Building purchased November 2002 to serve as systemwide support center is 3 floors with approx. 45,000 sf.	1.00	$ 37,167	$ -	$ 37,167
7	Main	Collection Agency	Funds to contract with Unique Management to pursue materials borrowed but not returned. Requires enactment of a new $10 Collection Management Fee, $8.95 of which would be paid to Unique Management to cover the cost of the contract. Program is cost neutral. Experience of other libraries using Unique Managment's services is 65% recovery of materials and fines due.	0.00	$ -	$ 70,000	$ 70,000
8	Branch	**Equipment Purchase - Express Checkout Machines**	**One-time funding to purchase two express checkout machines for installation at Mission and Anza Branch Libraries. Each unit costs $31,500 which includes site license and maintenance.**	0.00	$ -	$ 63,000	$ 63,000
9	IRMO	Redistribution of Supplies	Augment funds used to purchase materials and supplies for the Redistribution Program (donation of books taken out of circulation to other public benefit organizations). Items include pallets, boxes, wrapping tape & other supplies; postage and shipping, and a box lifter/pallet jack	0.00	$ -	$ 1,500	$ 1,500
10	Children	Media Center Display Furniture	One-time expenditure to purchase 4 media display units for Children's programming.	0.00	$ -	$ 5,642	$ 5,642
11	Public Affairs	**Equipment Purchase - Digital Still Photo Camera**	**One-time funding to purchase a professional grade digital camera needed for publicity photos for programs and exhitits, constuction documents, and trade publications.**	0.00	$ -	$ 2,858	$ 2,858
12	Public Affairs	Equipment Purchase - 18 inch flat screen LCD computer monitors	One-time funding to purchase three 18-inch flat screen LCD computer monitors to replace salvaged CRT terminals currently used for Commission meetings.	0.00	$ -	$ 2,550	$ 2,550
	TOTAL PROPOSED			3.89	$ 209,817	$ 559,202	$ 769,019
	One-time Costs				$ -	$ 194,202	$ 194,202
	Permanent/Ongoing				$ 209,817	$ 365,000	$ 574,817

3/17/2003

Public Library
FY 2003-04 BUDGET CHANGE PROPOSALS
(Approved by Library Commission 3/4/03)

ATTACHMENT B

Priority	DIVISION	TITLE	DESCRIPTION	FTE	Personal Services	Operating Expense	Total
1	Systemwide	Convert 3602 Library Page with Benefits to Permanent Civil Service Status	Convert 70 Library Page positions from Temporary PTAN or provisional status to Permanent Civil Service status. Incumbants in these positions receive health and retirement benefits and conversion is necessary in order for these staff to continue receiving benefits.	2.89	$ 172,650	$ -	$ 172,650
2	IRMO	Book Budget Increase	Increase book budget commensurate with increase in revenue (3%)	0.00	$ -	$ 182,000	$ 182,000
3	Main	Maintenance and supplies for Public Copy and Print Program	Supplies for the Public Copy and Print Program. Includes paper, toner, and maintenance of copiers and printers Opportunity funds used in the current year to cover supplies; copiers and printers under warrenty the first year.	0.00	$ -	$ 33,000	$ 33,000
4	Operations	190 9th St.	Custodian for Support Services Center at 190 9th Street. Building purchased November 2002 to serve as systemwide support center is 3 floors with approx 45,000 sf.	1.00	$ 37,167	$ -	$ 37,167
5	Main	Collection Agency	Funds to contract with Unique Management to pursue materials borrowed but not returned Requires enactment of a new $10 Collection Management Fee, $8.95 of which would be paid to Unique Management to cover the cost of the contract. Program is cost neutral. Experience of other libraries using Unique Managment's services is 65% recovery of materials and fines due.	0.00	$ -	$ 70,000	$ 70,000
6	Operations	Operational Costs	Increase in scavenger services ($10,000), rental of custodial uniforms, mat cleaning, and tools ($5,000), and building maintenance supplies ($5000).	0.00	$ -	$ 20,000	$ 20,000
7	IRMO	Redistribution of Supplies	Augment funds used to purchase materials and supplies for the Redistribution Program (donation of books taken out of circulation to other public benefit organizations). Items include pallets, boxes, wrapping tape & other supplies; postage and shipping, and a box lifter/pallet jack	0.00	$ -	$ 1,500	$ 1,500
8	Branch	Equipment Purchase - Express Checkout Machines	One-time funding to purchase three express checkout machines for installation at Mission, Ortega, and Anza Branch Libraries Each unit costs $31,500 which includes site license and maintenance	0.00	$ -	$ 94,500	$ 94,500
9	Operations	Security System Upgrade	One-time funding to retrofit and upgrade the Main Library's security system. Includes improvements and expansion of the camera surveilance system and interface with the building alarm system, to upgrade the monitoring and information storage to a digital system; and, to incorporate the staff badgin system into the existing security system	0.00		$ 60,000	$ 60,000
10	Children	Media Center Display Furniture	One-time expenditure to purchase 4 media display units for Children's programming	0.00	$ -	$ 5,642	$ 5,642
11	IRMO	Staff Usability	One-time contract funds to conduct a usability study of the Library's intranet system. The system (StaffNet) provides a centralized repository for Library public service and operational policies, procedures, forms and other information used by staff to conduct business and provide service The system has developed in an ad hoc fashion, is not as effective as it can be, and the study will facilitate improvements in sytem content and use	0.00	$ -	$ 50,000	$ 50,000
12	Public Affairs	Equipment Purchase - Digital Still Photo Camera	One-time funding to purchase a professional grade digital camera needed for publicity photos for programs and exhitits, constuction documents, and trade publications.	0.00	$ -	$ 6,510	$ 6,510
13	Public Affairs	Equipment Purchase - 18 inch flat screen LCD computer monitors	One-time funding to purchase three 18-inch flat screen LCD computer monitors to replace salvaged CRT terminals currently used for Commission meetings.	0.00	$ -	$ 2,550	$ 2,550
14	Public Affairs	Main Library A/V Equipment Refreshment	One-time funding to upgrade and replace antiquated A/V equipment in the Children's Creative Center ($17,500) and the Stong Conference Room ($16,000) Equipment to be purchased includes DLP projectors and a DVD player Also includes funds to upgrade computer/projector interface components and reporgam A/V system remote controls to operate the projectors	0.00	$ -	$ 33,500	$ 33,500
	TOTAL PROPOSED			3.89	$ 209,817	$ 559,202	$ 769,019
	One-time Costs				$ -	$ 252,702	$ 252,702
	Permanent/Ongoing				$ 209,817	$ 306,500	$ 516,317

KwanHenmi
ARCHITECTURE/PLANNING

Memo

date March 14, 2003

project **SF Branch Library Improvement Program (BLIP)**
KH project no. **MC03.02**
prepared by Sylvia Kwan
Subject Scope of Services & Fee for Procurement

To	From
Susan Hildreth, City Librarian	Sylvia Kwan, Kwan Henmi.Marie Fisher.Assoc. (KHMF)

Cc: Marilyn Thompson, Marie Fisher

Here is the scope of services for the procurement process, per our discussion of last week and my conversation with Robin Burgstahler of SFPL today.

1. Develop procurement process with Robin Burgstahler, to coordinate between her past projects and our proposed methodology.
2. Develop RFQ and RFP forms for vendors.
3. Assist SFPL with modification of Dept of Purchasing forms.
4. Assist SFPL with review of prequalification, proposal, and purchasing process for each of 6 procurement packages.

For the above scope, our fee will be on an hourly basis not to exceed Fifty Thousand Dollars ($50,000.00).

Additional Services:

If requested, KHMF will provide full service during one procurement package cycle in order to develop a standard process for future packages. Fees for that will be submitted upon request.

Our understanding is that this memo will serve as information only. Our basic services contract will be modified in the next fiscal year, when these funds become available.

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian SH

Re: 190 9th Street Improvements

Date: March 17, 2003

The Library has been working closely with Philip Sowers, Bureau of Architecture (BOA), Department of PublicWorks, to estimate the scope and costs of improvements for the Support Services Center so that staff can function effectively in that building. We have completed our initial work and wanted to review that work with the Commission. Please see the attached memo from Philip Sowers.

The primary modifications needed in the facility are as follows:

- Creation of a loading dock on Washburn Alley in the rear of the building
- Renovations to the1st floor to facilitate access to the loading dock and to remove existing partitions so that the materials receiving function can be housed efficiently
- Reconfigurations of existing office landscape furniture and construction of a small number of new work areas/offices on the 2nd and 3rd floors

BOA will be responsible for overall construction management and exterior improvements. Tom Elliot Fisch (TEF) will be responsible for all interior design services. TEF is designing the tenant improvements for the new Glen Park Branch and is partnering with Field/Paoli to provide the design services for the Marina Branch Library renovation.

Costs for the modification are outlined below:

• Project Control and Design		$191,660
BOA -	$106,230	
TEF -	$85,430	
• Construction		$534,400
Loading dock -	$200,000	
Renovations -	$200,000	
Furnishings -	$80,000	
Permits/ Contingency -	$54,400	
Total costs for project		$726,060

We recommend funding this project from two sources:

• Library Improvement Fund	$577,408
• 2003/04 Library Operating Budget	$148,652
Total	$726,060

We will review the 2003/04 Operating Budget in the next agenda item. In this item, we are recommending that the Commission reallocate $577,408 from funds appropriated for the 2nd floor bridge project to support improvements for the Support Services Center. Here is a review of actions that the Commission has taken regarding funds appropriated for the 2nd floor bridge project:

2nd Floor Bridge appropriated 2001/02	$810,000
12/19/02 reallocation for Phase I improvements	($132,592)
2/4/03 reallocation for Signage Fabrication	($100,000)
Balance remaining in 2nd Floor Bridge project	$577,408

We have been advised by the Controller that redirection of these funds can be accomplished by an action of the Library Commission with a subsequent notification to the Capital Improvement Advisory Committee.

The Library Improvement Fund has an unappropriated balance of $1,337,130 and will be recommended for allocation for future projects for the Main Library, particularly the completion of the 1st floor improvements upon relocation of Technical Services to the Support Services Center, which is anticipated for late 2003 or early 2004.

Attachment

City and County of San Francisco

Willie Lewis Brown, Jr., Mayor
Edwin M. Lee, Director

(415) 557-4700
FAX (415) 557-4701
http://www.sfdpw.com

Department of Public Works
Bureau of Architecture
30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102- 6028

Mark Dorian, Bureau Manager

DATE : March 17, 2003

Mr. Paul Underwood
Deputy Chief Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94103

Subject: Proposal for Design and Project Management for Renovation of 190 Ninth Street, DPW Project No.6270A

Dear Mr. Underwood:

The Bureau of Architecture is pleased to present the following proposal for design and project management services for renovation of the San Francisco Public Library Service Center at 190 Ninth Street.

Project Description:

The project consists of modifications to the existing building to accommodate the program requirements of the technical services. The exterior modification consists of the construction of an approximately 300 square foot addition on the Washburn Alley side of the building. The addition will house a loading dock sized to accommodate 13'6" high trucks and will contain an adjustable height loading platform. The interior work consists of modifications to the existing office layouts. The most extensive work will be done on the first floor where existing partitions will be removed to create large book receiving and processing areas. Some new partitions may be required on this floor. The work on the second and third floors consists of the construction of new partitions to create a small number of additional private offices and the reconfiguring of existing freestanding office cubicles.

Project Team:

The members of the project team and their respective duties are listed below:

Bureau of Architecture (BOA)

1. Project manager for the procurement of the services of consultants from the Bureau of Engineering and the private sector.
2. Design and prepare construction documents for the loading dock and any incidental work that is located to the exterior of the building.
3. Coordinate the work of the consultants.
4. Provide independent quality assurance checking of the work of the BOA and the consultants
4. Prepare bidding package for project, advertise for bids and award the construction contract.
5. Provide construction administration for the loading dock and coordinate construction administration services of the consultants.

Tom Elliot Fisch (TEF)

1. Provide interior design services for the renovation of floors 1, 2 and 3 of the building as delineated in Attachment A..
2. Retain the services of electrical, mechanical, cost estimator and specifications consultants as required for the completion of the interior renovation plans.
3. Prepare interior design drawings and specifications for inclusion in the bidding package that is prepared by BOA.
4. Provide assistance during the bidding phase of the project to answer RFI's that are submitted pertaining to the interiors portion of the work.
5. Provide construction administration services for the interiors work.

Bureau of Engineering Structural Section:

1. Provide engineering services for the structural design and preparation of construction documents for the loading dock addition.
2. Provide construction support for the structural work.

Bureau of Engineering Electrical Section:

1. Provide engineering services for the electrical design and preparation of construction documents for the loading dock.
2. Provide construction support for the electrical work

Bureau of Construction Management

1. Provide contract preparation services for bidding.
2. Provide construction management services.
3. Provide construction inspection services.
4. Monitor contractor's payroll and HRC compliance

Schedule:

The schedule below is based upon a start date of March 17. The construction period of 20 weeks was calculated using the assumption that the project utilizes materials and furnishings that require lead times of approximately 12 weeks.

Phase	Duration	End Date
Schematic design:	8 weeks	May 12
Construction Documents and Cost estimate	8 weeks	July 7
Bidding and Award	10 weeks	August 18
Construction	20 weeks	December 8

Fees:

The fee schedule below is a summary of the fees of BOA and the consultants. Please refer to the attached documents for more detail.

BOA Project Management	11,800
DPW Basic A&E Services for Design and Construction	59,430
BCM Construction Management	25,000
Tom Elliot Fisch Interior Design and Construction Admin.	86,330
Reproduction / Bidding	9,100
Total	$191,660

Construction Budget:

The cost of the loading dock is based upon the schematic design that was developed for the project. TEF was unable to estimate the cost of interior construction and furniture purchase, so I have included allowances for that portion of the work.

Loading Dock	200,000
Interior Modifications	200,000
Building Permit	6,400
Furniture Rearrangement and new parts	80,000
Contingency, 10%	48,000
Total	$534,400

Please review this letter and the attached documentation to determine if this proposal meets your requirements for design and management services. If you have any questions, you can contact me at 557-4778.

Sincerely,

Philip Sowers
Senior Architect

Enclosures: BOA Fee Calculation, BOE Structural Fee Proposal, TEF Proposal, Project Budget

c: File

Job No: 7523A				Date: 3/12/2003
Project: Library Technical Services				Location: 190 Ninth Street
	Costl			Remarks
TOTAL PROGRAM BUDGET			726,060	
1. CONSTRUCTION, PURCHASE, & INSTALLATION			534,400	
1.1 Principal Construction Contract		440,000		
1.1.1 Contract Award Amount	400,000			
Loading Dock	200,000			
Interior renovations	200,000			Allowance
1.1.2 Construction Contingency	40,000			@10% of Const Cost.
1.2 Building Permit		6,400		2% of Const. And TI Contracts
1.3 Furniture/Equipment/Telecommunications/Computers		88,000		
1.5.1 Furnishings Contract Award Amount	80,000			Allowance
1.5.2 Furnishings and Equipment Construction Contingency	8,000			
2. PROJECT CONTROL AND DESIGN			191,660	
2.2 BOA PROJECT CONTROL AND DESIGN		105,330		
2.2.0 Project Management	11,800			AE0
2.3 DPW PROJECT MANAGEMENT		11,800		
2.3.0 Project Management	11,800			
2.5 A/E SERVICES			179,860	
2.5.1 Basic A/E Services	59,430			BOA and BOE
2.5.1.1 Basic A/E Design	49,430			Design Services and Contract Documents
Architecture	33,450			AE1-AE2
Structural	12,980			
electrical	3,000			
2.5.1.2 Basic A/E Construction Admin.	10,000			1/2 day / week 5 mo. (100 hr)
2.5.2 Construction Management, & Related Services		25,000		BCM
2.5.2.0 Payroll and HRC compliance monitoring	2,500			$500 pemonth
2.5.2.1 Design-&-Bid-Phase CM Services	2,500			
2.5.2.2 Construction Management/Inspection	15,000			2hr. Per day 3 mo. (130 hr.}
2.5.2.4 Materials Testing and Inspection	5,000			As needed Consultant
2.5.3 Bidding		9,100		
2.5.3.1 Reproduction allowance	5,000			
2.5.3.2 Addendum/RFI Processing	4,100			Not required
2.5.4 TOM ELIOT FISCH DESIGN		86,330		Tom Elliot Fisch
2.5.4.18 Interior Design	33,085			
2.5.4 22 Furniture selection, documentation & installation	28,735			
2.5.4 24 Detailed Cost Estimates	5,750			Consultant 2 phases
2.5.4.25 Structural engineer	4,000			
2.5.4.26 Structural Testing	2,000			
2.5.4 27 Mechanical engineer	5,560			
2.5 4 28 Electrical engineer	2,500			
2.5.34 29 Specifications	2,200			
2 5 4.30 Reproduction	2,500			

BRANCH LIBRARY
IMPROVEMENT PROGRAM

City & County of San Francisco
Branch Library Improvement Program

Willie Lewis Brown, Jr., Mayor
Susan Hildreth, City Librarian
Edwin M. Lee, Director of Public Works

DRAFT

Excelsior Design Review Comments

February 20, 2003

Comments by Peer Panel--

Bryant Rice (Interior Designer):

- Relocation of the Program Room and its connection to the terrace is good.
- Revision of the Circulation counter makes it more prominent
- Furniture layout allows multiple uses in different spaces
- Central ceiling gable is the most important/strongest feature and gives the building character
- Likes wood ceilings but suggested that the patterns on the panels may detract from the ceiling – suggested a simpler treatment
- Suggested increasing the size/scale of the light fixtures
- Suggested mounting the light fixtures in the center of the gable from the ridge beam
- *Something about light soffit on exterior gables – look at fenestration*
- Though the furniture hasn't been decided, suggested playful furniture in the periodical section to create a café look
- Found overall plan a good improvement

David Hobstetter (Architect):

- Suggested improving the exterior to make the building more visibly transparent
- Disliked the extension of the proposed staff office space and suggested angling the staff space back
- Suggested creating a stronger entry statement
- Suggested more glass at the entry way, similar to gable windows
- Suggested popping up the corner wall near entrance to create a marquee effect
- Recommended a simple palette of colors in keeping with the 60's period architecture of the building
- Recommended attention to the window treatment noting that square bay windows are more visually accessible

Hill Gittleman (Urban Planner):

- Found the design good and lauded the careful process used to gather input into the design
- Suggested that the Mission Street façade needed more attention
- Recommended strengthening the front door/façade elements

- Suggested more glazing in the staff corner
- Recommended playing to the rhythm of the existing building
- *Suggested playing off the current window shapes and not fighting with band*
- Suggested taking grid from the Cotter St. bay window and using it as a reference point for Mission St. elevation
- Found the proposed rear designs with more glass and sliding doors successful

Comments by audience (on design only):

David Hooper (Excelsior resident):

- Noted that moving the staff workroom could reduce wall space
- Felt that he could do without the window seating and suggested if done that the bottom glass be opaque
- Appreciated the proposed improvements in the entry area and called attention to the noise levels from Mission Street suggesting double doors to reduce noise
- Noted that the staff room needs privacy

Ed Regan:

- Asked for the addition of a pamphlet room

Tony Sacco (President, New Mission Terrace Association):

- Found the proposed layout good
- Expressed his strong belief that libraries are for books and any reduction of books is unacceptable
- Urged that computers not be added to the branch in place of books

Rebecca Silverberg (Excelsior District Improvement Association):

- Recommended against lengthening the windows in the staff area
- Urged greater efforts be made to keep noise levels down from Mission Street

Peter Warfield:

- Commented that the plan reduced book space, a reference desk, and reading tables

Comments by Commissioners (on design only):

Commissioner Steinman:

- Expressed concerns with the planned use of carpeting suggesting that hard surfaces might be more practical
- Enclose the terrace

Commissioner Chin:

- Suggested adding additional shelf height to provide more space for books

Commissioner Strobin:

- Recommended sound-reducing glazing on the windows to further reduce noise

Commissioner Coulter:

- Suggested looking at raising the height of the shelves
- Asked whether the design could have more bookshelves and fewer seats
- Suggested considering adjusting the circulating and reference collection to accommodate more books
- Requested staff investigate ways to address the book collection size issue

President Higueras:

- Recommended more work on the Mission façade to make it more celebratory
- Suggested consideration of an entrance vestibule to reduce noise from Mission St.
- Suggested that the exterior and entry needs to be better and the façade is bunker like
- Commented that he was skeptical about the window seating and people's urge to recline
- Noted that there were tight quarters in entry way
- Concerned that that the program space was hidden in the back
- Suggested changing stacks to 90 degrees and occupy window seat space
- Suggested changing location of work room
- Recommended angling stacks to increase transparency and installing skylights in spaces with access to windows
- Noted that he would be anxious to see how the details of the conceptual design were resolved to maximize the limited space available, as well as address concerns and suggestions raised by the peer panel and the Commissioners
- Noted that the Commission wanted the Mission Street façade improved

DRAFT
DOCUMENTS DEP
APR - 8 2003
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, March 20, 2003.
The San Francisco Public Library Commission held a regular meeting on Thursday, March 20, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:05 PM.

The following members were noted present: Commissioners Bautista, Coulter, Higueras, Steiman, and Strobin. Commissioner Streets was excused and Commissioner Chin's arrival was expected to be delayed.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE FEBRUARY 20, 2003 COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE FEBRUARY 20, 2003 COMMISSION MEETING

An anonymous member of the public raised questions concerning corrections to the December 19th Minutes finding there had been no correction of a cited grammatical error or clarification called for in Commissioner Coulter's comments about this person's remarks about Martin Paley. Mr. Ed Regan found his remarks were accurately reported. Mr. Peter Warfield found the Minutes lacking in several areas citing his page 9 comment concerning the lack of availability of explanatory documents and in particular that the public review copy of the Richmond Prop. 14 application did not include all of the documents; he also suggested that members of the public who had requested copies had not received the materials made available to the Commissioners, citing comments by the City Librarian.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE FEBRUARY 20, 2003 COMMISSION MEETING

The City Librarian asked for a clarification of her reported reference to a copy of the Richmond Branch Prop. 14 Application being available in the rear of the auditorium for public review to clarify that a public review binder of the application and the Needs Assessment, the Plan of Service, and the Building Program was available at the rear of the auditorium and the full application and supporting documents were available in the Library Commission Office for public inspection. Commissioner Coulter suggested that in order to make the revised Minuets less confusing that amendments be made in such a way as to clearly identify any changes.

MOTION: Commissioner Steiman, seconded by Commissioner Strobin that the February 20, 2002 Minutes be approved as amended.
ACTION: AYE 5-0 (Bautista, Coulter, Higueras, Steiman, and Strobin)

AGENDA ITEM #2 190 -9th STREET IMPROVEMENTS

City Librarian Susan Hildreth presented a report (copy attached) on needed improvements to the 190-9th Street Support Services Center prior to move in by library staff. Ms. Hildreth recounted a brief background of its acquisition, noted that it would be used by the City's Department of Employee Relations until June 30, and highlighted the needed changes identified by Philip Sowers, Department of Public Works, Bureau of Architecture working with Library Chief of Technical Services Vivian Pisano, in collaboration with library consultants Diane Mayo and Foxie Mason. Ms. Hildreth called attention to the creation of a loading dock on Washburn Alley and the proposed reconfiguration of 1st floor spaces and the creation of additional offices on the 2nd and 3rd floors. She noted that the Bureau of Architecture would address the exterior work and interiors would be done by Tom Elliot Fisch, a local design firm. The City Librarian informed the Commission that the schematic designs should be completed later in the Spring; with construction beginning this Summer; and move in late in 2003 or early 2004 after the completion of migration to the new integrated library system was completed.

Commissioner Chin joined the meeting at 4:20PM

Ms. Hildreth reviewed the proposed reallocation of the remaining $577, 408 appropriated from the Library improvement Fund for a 2nd floor bridge in the Main Library proposed in the POE but not recommended by staff. The City Librarian reported staff recommended use of these available funds rather than the expenditure of any additional branch bond program funds on this facility. Ms. Hildreth noted that the Controller's Office recommended that notification of the change be made to the CIAC (Capital Improvement Advisory Committee).

Public comment on AGENDA ITEM #2 190 – 9th STREET IMPROVEMENTS

An anonymous member of the public wondered about the original costs estimates for using this building, and expressed concern about using operating funds to save bond money. Mr. Peter Warfield commented that the POE consultant had found creating a 2nd floor bridge crucial, noting the difficulty in accessing the Children's Center, and questioned using operating budget funds.

Commission discussion of AGENDA ITEM #2 190 – 9TH STREET IMPROVEMENTS

In response to a question concerning the project management costs by Vice President Steiman, President Higueras noted that on small projects the management costs were often a larger percent of costs because the same amount of work was needed for both large and small projects but the scope of work on larger projects made those costs a small percent of the total. Mr. Sowers explained in further detail exactly what was included in these costs. In response to additional questions by Vice President Steiman, the City Librarian noted that a review and solid cost estimate were underway for the remaining 1st floor work and that there were unencumbered additional funds remaining to apply to those projects. Ms. Hildreth noted that the

recently approved signage improvements would make a significant difference in way finding and that consideration was being given to making the elevators accessible from the Larkin and Fulton Street doors on the 2nd floor without the need for a bridge. In response to a question by Commissioner Bautista, Ms. Hildreth outlined the process staff had used to reconsider that approach and choose others. President Higueras asked if any additional funding would be needed to prepare 190-9th Street for use and was informed by the City Librarian that no additional funding needs were likely. Ms. Hildreth then summarized the bond expenditures planned for and used for acquisition of the building and noted that as all planned branch bond funds were expended it was the better course to fund as needed improvements, as has often been done with other library facilities, from the Library Improvement Fund and the operating budget. In response to a question by President Higueras, "why not use bond budget reserves"? Ms. Hildreth noted that as no Prop 14 (State Library Bond) monies had yet been received; it would be prudent in these early days of the Bond Program to preserve budget reserves to insure that sufficient funds remained available. In response to President Higueras question, "is there less impact from using operating funds instead of Bond Program funds"? The City Librarian responded, "yes". In answer to a question by Commissioner Chin concerning details of the 190-9th Street renovations, Mr. Sowers discussed in detail what would be needed in terms of demolition, creating and rearranging use of spaces, electrical and mechanical rearrangement and creation of new offices on the 2nd and 3rd floors to make most efficient use of the building for the Library. Deputy City Librarian Paul Underwood reported that the first floor would require resurfacing for use in book handling and noted that perhaps not as many office spaces might be needed resulting in some costs saving on the project.

Deputy City Librarian Paul Underwood noted that staff planned to use the existing furnishings and only buy what was necessary and that an analysis being prepared by Tom Elliot Fisch would make what would be needed clear. The City Librarian noted that the building's nearly new furnishings had been purchased for $50,000 and could be used in place or in other facilities as found to be useful. She emphasized that cost savings would be pursued whenever possible.

MOTION: Commissioner Steiman, seconded by Commissioner Strobin that the proposed reallocation of $577, 408 from the Library Improvement Fund for certain improvements to the Library's Support Services Center at 190- 9th Street be approved.

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

AGENDA ITEM #3 2003/04 BUDGET

City Librarian Susan Hildreth made a presentation to the Commission on her recommendations for budget change proposals (copy attached) to address two new needs that had emerged since the Commission addressed the budget on March 4th. The City Librarian pointed out that it had become clear that $50,000 would be needed to begin procurement for the FF&E (furniture, fixtures, and equipment) for

the 1st stage Branch Bond Program projects. Ms. Hildreth envisioned development of a variety of model furnishing styles appropriate to different types of branch librararies and reported completion of the RFP process for interior design services and selection of Kwan-Henmi to work with library staff to provide interior design services for the Branch Improvement Program. She informed the Commissioners that contract negotiations were underway. Ms. Hildreth called the Commissioners attention to the fact that FF&E cannot be purchased with bond funds and that as Friends & Foundation support was not yet available this early in their capital campaign for the branches, $50, 000 from the operating budget as start up funding for procurement would need to be allocated to get Phase I projects bid packages underway. The City Librarian noted that that five or six projects could be bundled together in an effort to obtain the best price. Ms. Hildreth noted that it was still possible to redirect funds in the budget that had been submitted and noted that several items such as, an additional express check out machine, security system upgrades, a digital camera, and Main Library AV support improvements as well as an Intranet study were no longer as high a priority as those she was recommending to provide support for the FF&E project. Additionally, the City Librarian called the Commission's attention to a $1 million bequest benefiting the Library from the late philanthropist Phyllis Wattis. Ms Hildreth reported that anticipated income from this bequest could be used to fund unmet needs including building improvements at the Main Library. The City Librarian then discussed details in the attachments to the report.

Public comment on AGENDA ITEM #3 2003/04 BUDGET REPORT

An anonymous member of the public noted that these were not simple issues and that when the budget was discussed on March 4th this individual had questioned expenditures such as the Intranet study that were defended as needed then, but it seemed could be done without now. Mr. Peter Warfield stated that explanatory materials were not available in advance finding this a disservice to the public. Mr. Warfield urged the Commission to seek more specifics on what was proposed and expressed concern that a "cookie cutter" look might result from standardized designs for branch library furniture.

Commission comment on AGENDA ITEM #3 2003/04 BUDGET REPORT

In response to a question by Vice President Steiman, the City Librarian reported that the needed Intranet improvements would, most likely, be done by a library staff team. The City Librarian noted that the previously proposed items were important but that the newly identified needs were a higher priority. Additionally, Ms. Hildreth informed Vice President Steiman of her discussions with the Friends & Foundation concerning possible future support for FF&E procurement as the Capital

Campaign for Branch Libraries got more fully underway. Vice President Steiman found little to fear of any "cookie cutter" look; noting members of the Council for Neighborhood Libraries (CNL) had expressed a greater concern that systemwide furniture standards were not yet in place. The Commission Vice President noted that a model standard of quality did not mean that everything looked the same. The City Librarian commented that there were many ways to tailor designs with differing finishes and fabrics appropriate to each branch library. In answer to questions by President Higueras, Ms. Hildreth discussed in some detail the ongoing efforts to create standards for FF&E and outlined progress with contract negotiations with Kwan-Henmi. Ms. Hildreth reported an anticipated timeline to have model standards that could serve as a bid package process template in place by early 2004. She noted that Kwan-Henmi would serve in an advisory capacity to Library and city staff working on the several identified branch projects. The City Librarian reiterated that the new Wattis Bequest could serve as a funding source to address now delayed priority Main Library issues. Responding to a question by Commissioner Chin, Ms. Hildreth noted that staff had fully researched and were using identified sources for national standards and that Kwan-Henmi was familiar with many types of current standards and the specialty market so that they could assist the Library in obtaining the highest quality for the most reasonable costs.

MOTION: Commissioner Chin, seconded by Commissioner Strobin that the proposed budget change proposals to redirect funding in the 2003/04 Budget of $148, 652 for improvements to 190 – 9th Street and $50,000 for first phase FF&E for Branch Library improvement Program be approved.

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

AGENDA ITEM #4 EXCELSIOR BRANCH DESIGN REVIEW

After a brief introduction by the City Librarian, Mr. Philip Sowers, Bureau of Architecture, Department of Public Works, presented a detailed report (copy attached) and drawing explaining revisions made in collaboration with library staff in the proposed design for the Excelsior Branch Library as result of comments offered by the peer review panel, Commissioners, and public comment at the February Design Review. Chief of Branches Donna Corbeil then presented a detailed report (copy attached) reviewing the collection planning process and the ways the resulting shelving expansion needs were met.

Public comment on AGENDA ITEM #4 EXCELSIOR BRANCH DESIGN REVIEW

An anonymous member of the public noted that peer panel comments had been reported but not remarks offered by this individual critiquing the Excelsior Branch Design process finding in particular that advocacy for books was eviscerated from reports of the community meeting. Mr. Peter Warfield criticized that his specific comments concerning reduced books and seating were not reported. Mr. Ed Regan observed that there was little public interest in window seats and expressed a desire for a report enumerating the collection by fiction and non-fiction titles. Mr. David Hooper, New Mission Terrace Association, praised the Library staff's response to community concerns, favored the proposed use of frosted glazing, noted that he could live with the window seating, that increased space for young people was important, and that the revised design was improved. Mr. Hooper expressed his thanks for the staff's hard work. Ms. Rebecca Silverberg favored the revised design finding it improved and asked that the peer reviewers receive information about the changes made. Ms. Silverberg noted that the increase in book would make the branch more crowded but that that was what was wanted by the community. Ms. Silverberg also emphasized that the branch should not lose any of the proposed additional computers as well. Mr. Peter Warfield criticized the reporting of the size of the Excelsior Branch's collections, and complained that he had not received explanatory information about this item. Mr. Warfield remarked that that more books, more materials, and retaining a separate reference desk were important.

Commission discussion of AGENDA ITEM #4 EXCELSIOR BRANCH DESIGN REVIEW

Responding a question by Commissioner Bautista, Ms. Corbeil and Mr. Underwood discussed the underlying reasons why there was a wide variety of standards but no set national standard for the number of books in library collections and called attention to various ways an appropriate collection size could be determined. Commissioner Bautista noted that Supervisor Sandoval had informed her of concerns with the size of the collection at the Excelsior Branch. The Deputy City Librarian noted that the Library in reality had one large collection located in twenty seven different locations and that this was perhaps a more accurate way to assess what was available to users. Commissioner Chin expressed concern with comments repeating "the Big Lie" that books were being removed from the libraries. She pointed out that having collections of materials that library users wanted and needed, rather than a large number of books sitting on the shelf unused, should be the criteria for evaluating appropriate collections. Vice President Steiman also challenged the accuracy of some reports of collection size noting that inflated numbers were the result of many years of not cleaning out cataloged items no longer in the collection and pointed out that the real number of books available was actually being increased. Vice President Steiman also noted that users want up to date books and information and that frequently using electronic resources was a better way to get accurate information. The Deputy City Librarian called attention to the extensive demographic and needs analysis done to make the new branch collection more responsive to what the community wanted especially more Chinese and Spanish materials and greater access to electronic resources. Mr. Underwood suggested that branch circulation would greatly increase and as the new ILS system was put into place better ways to analyze and manage the collection to facilitate its use would be possible. In response to a query by Commissioner Bautista, it was recalled that the Excelsior Branch was not included in the public art program. Vice President Steiman expressed appreciation for the increased size of the branch collection and recommended that all future branch planning begin with only the minimum allowable aisle space to meet ADA requirements to maximize space for collections. Commissioner Coulter congratulated Ms. Hildreth, Mr. Underwood, Ms. Corbeil, and the staff for making the revised design stronger with additional shelving and steps to correct misinformation concerning the actual size of its collection. Commissioner Coulter again suggested a public discussion of Collection management issues to educate the public about all of the factors that had to be considered with maintaining as well as refreshing branch collections. The Deputy City Librarian noted that a collection development workshop with the Council of Neighborhood Libraries was being planned and noted that the ULC grant provided opportunities to create a model for collection development as well as to learn from other libraries such as the New York Public Library ways to address these issues. Vice President Steiman suggested that similar collection development workshops be held in the evening and made available to members of neighborhood associations. Commissioner Chin emphasized the importance of getting input from children and youth to teach a love of learning and establish real connections with youth. Commissioner Chin recommended outreach to those who did not currently use the libraries to bring them into contact.

Commissioner Coulter left the meeting at 6:15PM.

AGENDA ITEM #5 PUBLIC COMMENT

An anonymous member of the public commented on "The Big Lie" noting that the American Library Association (ALA) had withdrawn criteria under fire in the 1970s. This person suggested that the library was principally the house of the book and that library consultants erred when recommending fewer books. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week 365 days each year and suggested that roll away chairs and tables for standing reading, drinking fountains, and a description of the collection by fiction and non-fiction titles be provided. Mr. Peter Warfield lauded Commissioners who supported more books, suggesting that quantity and quality were both possible if the books were chosen with great care.

AGENDA ITEM #6 ADJOURNMENT

MOTION: Commissioner Chin, seconded by Commissioner Bautista that the meeting be adjourned.

ACTION: AYE 5-0 (Bautista, Chin, Higueras, Steiman, and Strobin)

The meeting was adjourned at 6:36PM.

Michael Housh, Commission Secretary 3/26/03

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

The number of members of the public who spoke anonymously at this meeting. 1

Minutes of the regular Commission Meeting of March 20, 2003

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum - Revised

To: Library Commission

From: Susan Hildreth, City Librarian

Re: 190 9th Street Improvements

Date: March 19, 2003

As you are aware, the Library has purchased 190 9th St. to serve as the Support Services Center where Technical Services and other non-public functions will be housed. On July 18, 2002, the Commission authorized a Letter of Intent for the purchase. On September 19, 2002, the Commission recommended approval of a purchase and sale agreement to the Board of Supervisors. The purchase was closed in late November. JUMA, a tenant in the building, has left. The City's Employee Relations Department is currently occupying the building on a short-term basis for labor negotiations. They should vacate the building by June 30, 2003.

In the September 2002 report, staff informed the Commission that some modifications to the building would be required, specifically the creation of a loading dock. Library staff has been working closely with Philip Sowers, Bureau of Architecture (BOA), Department of Public Works, to estimate the scope and costs of improvements for the Support Services Center so that staff can function effectively in that building. We have completed our initial work and wanted to review that work with the Commission. Please see the attached memo from Philip Sowers.

The primary modifications needed in the facility are as follows:

- Creation of a loading dock on Washburn Alley in the rear of the building
- Renovations to the1st floor to facilitate access to the loading dock and to remove existing partitions so that the materials receiving function can be housed efficiently
- Reconfigurations of existing office landscape furniture and construction of a small number of new work areas/offices on the 2nd and 3rd floors

BOA will be responsible for overall construction management and design of exterior improvements. Tom Elliot Fisch (TEF) will be responsible for all interior design services. TEF is designing the tenant improvements for the new Glen Park Branch and is partnering with Field/Paoli to provide the design services for the Marina Branch Library renovation. We plan to have schematic design completed by late spring, with construction occurring in the fall, and occupancy by the Library in late 2003 or early 2004.

Costs for the modification are outlined below:

• Project Management and Design		$191,660
BOA -	$106,230	
TEF -	$85,430	
• Construction (estimated)		$534,400
Loading dock -	$200,000	
Renovations -	$200,000	
Furnishings -	$80,000	
Permits/ Contingency	$54,400	
Total costs for project		$726,060

We have expended all monies in the Branch Library Improvement Program allocated for this project ($8,626,000). The building purchase price was $8,500,000 and other costs included fees for real estate assistance, appraisal, title insurance and closing. We are dedicated to insuring that total project modifications and design costs do not exceed the above-noted total of $726,060. We recommend funding this project from two sources:

• Library Improvement Fund	$577,408
• 2003/04 Library Operating Budget	$148,652
Total	$726,060

We will review the 2003/04 Operating Budget in the next agenda item. In this item, we are recommending that the Commission reallocate $577,408 from funds appropriated for the 2nd floor bridge project to support the cited improvements for the Support Services Center. Here is a review of actions that the Commission has taken regarding funds appropriated for the 2nd floor bridge project:

2nd Floor Bridge appropriated in FY 2001/02	$810,000
12/19/02 reallocation – POE Phase I improvements	($132,592)
2/4/03 reallocation for POE Signage Fabrication	$100,000)
Balance remaining in 2nd Floor Bridge project	$577,408

We have been advised by the Controller that redirection of these funds can be accomplished by an action of the Library Commission with a subsequent notification to the Capital Improvement Advisory Committee.

The Library Improvement Fund has an unappropriated balance of $1,337,130 and will be recommended for allocation for future POE projects for the Main Library, particularly the completion of the 1st floor improvements upon relocation of Technical Services to the Support Services Center.

Attachment

City and County of San Francisco

Willie Lewis Brown, Jr., Mayor
Edwin M. Lee, Director

(415) 557 4700
FAX (415) 557-4701
http://www.sfdpw.com

Department of Public Works
Bureau of Architecture
30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102-6028

Mark Dorian, Bureau Manager

DATE : March 17, 2003

Mr. Paul Underwood
Deputy Chief Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94103

Subject: Proposal for Design and Project Management for Renovation of 190 Ninth Street, DPW Project No.6270A

Dear Mr. Underwood:

The Bureau of Architecture is pleased to present the following proposal for design and project management services for renovation of the San Francisco Public Library Service Center at 190 Ninth Street.

Project Description:

The project consists of modifications to the existing building to accommodate the program requirements of the technical services. The exterior modification consists of the construction of an approximately 300 square foot addition on the Washburn Alley side of the building. The addition will house a loading dock sized to accommodate 13'6" high trucks and will contain an adjustable height loading platform. The interior work consists of modifications to the existing office layouts. The most extensive work will be done on the first floor where existing partitions will be removed to create large book receiving and processing areas. Some new partitions may be required on this floor. The work on the second and third floors consists of the construction of new partitions to create a small number of additional private offices and the reconfiguring of existing freestanding office cubicles.

Project Team:

The members of the project team and their respective duties are listed below:

Bureau of Architecture (BOA)

1. Project manager for the procurement of the services of consultants from the Bureau of Engineering and the private sector.
2. Design and prepare construction documents for the loading dock and any incidental work that is located to the exterior of the building.
3. Coordinate the work of the consultants.
4. Provide independent quality assurance checking of the work of the BOA and the consultants
4. Prepare bidding package for project, advertise for bids and award the construction contract.
5. Provide construction administration for the loading dock and coordinate construction administration services of the consultants.

Tom Elliot Fisch (TEF)

1. Provide interior design services for the renovation of floors 1, 2 and 3 of the building as delineated in Attachment A.
2. Retain the services of electrical, mechanical, cost estimator and specifications consultants as required for the completion of the interior renovation plans.
3. Prepare interior design drawings and specifications for inclusion in the bidding package that is prepared by BOA.
4. Provide assistance during the bidding phase of the project to answer RFI's that are submitted pertaining to the interiors portion of the work.
5. Provide construction administration services for the interiors work.

Bureau of Engineering Structural Section:

1. Provide engineering services for the structural design and preparation of construction documents for the loading dock addition.
2. Provide construction support for the structural work.

Bureau of Engineering Electrical Section:

1. Provide engineering services for the electrical design and preparation of construction documents for the loading dock.
2. Provide construction support for the electrical work

Bureau of Construction Management

1. Provide contract preparation services for bidding.
2. Provide construction management services.
3. Provide construction inspection services.
4. Monitor contractor's payroll and HRC compliance

Schedule:
The schedule below is based upon a start date of March 17. The construction period of 20 weeks was calculated using the assumption that the project utilizes materials and furnishings that require lead times of approximately 12 weeks.

Phase	Duration	End Date
Schematic design:	8 weeks	May 12
Construction Documents and Cost estimate	8 weeks	July 7
Bidding and Award	10 weeks	August 18
Construction	20 weeks	December 8

Fees:

The fee schedule below is a summary of the fees of BOA and the consultants. Please refer to the attached documents for more detail.

BOA Project Management	11,800
DPW Basic A&E Services for Design and Construction	59,430
BCM Construction Management	25,000
Tom Elliot Fisch Interior Design and Construction Admin.	86,330
Reproduction / Bidding	9,100
Total	$191,660

Construction Budget:

The cost of the loading dock is based upon the schematic design that was developed for the project. TEF was unable to estimate the cost of interior construction and furniture purchase, so I have included allowances for that portion of the work.

Loading Dock	200,000
Interior Modifications	200,000
Building Permit	6,400
Furniture Rearrangement and new parts	80,000
Contingency, 10%	48,000
Total	$534,400

Please review this letter and the attached documentation to determine if this proposal meets your requirements for design and management services. If you have any questions, you can contact me at 557-4778.

Sincerely,

Philip Sowers
Senior Architect

Enclosures: BOA Fee Calculation, BOE Structural Fee Proposal, TEF Proposal, Project Budget

c: File

Job	7523A	Date:	3/12/2003
Project:	Library Technical Services	Location:	190 Ninth Street

	Costl			Remarks
TOTAL PROGRAM BUDGET			726,060	
1. CONSTRUCTION, PURCHASE, & INSTALLATION			534,400	
1.1 Principal Construction Contract		440,000		
1.1.1 Contract Award Amount	400,000			
Loading Dock	200,000			
Interior renovations	200,000			Allowance
1.1.2 Construction Contingency	40,000			@10% of Const Cost.
1.2 Building Permit		6,400		2% of Const. And TI Contracts
1.3 Furniture/Equipment/Telecommunications/Computers		88,000		
1.5.1 Furnishings Contract Award Amount	80,000			Allowance
1.5.2 Furnishings and Equipment Construction Contingency	8,000			
2. PROJECT CONTROL AND DESIGN			191,660	
2.2 BOA PROJECT CONTROL AND DESIGN		105,330		
2.2.0 Project Management	11,800			AE0
2.3 DPW PROJECT MANAGEMENT		11,800		
2.3.0 Project Management	11,800			
2.5 A/E SERVICES			179,860	
2.5.1 Basic A/E Services	59,430			BOA and BOE
2.5.1.1 Basic A/E Design	49,430			Design Services and Contract Documents
Architecture	33,450			AE1-AE2
Structural	12,980			
electrical	3,000			
2.5.1.2 Basic A/E Construction Admin.	10,000			1/2 day / week 5 mo. (100 hr)
2.5.2 Construction Management, & Related Services		25,000		BCM
2.5.2.0 Payroll and HRC compliance monitoring	2,500			$500 pemonth
2.5.2.1 Design-&-Bid-Phase CM Services	2,500			
2.5.2.2 Construction Management/Inspection	15,000			2hr. Per day 3 mo. (130 hr.)
2.5.2.4 Materials Testing and Inspection	5,000			As needed Consultant
2.5.3 Bidding		9,100		
2.5.3.1 Reproduction allowance	5,000			
2.5.3.2 Addendum/RFI Processing	4,100			Not required
2.5.4 TOM ELIOT FISCH DESIGN		86,330		Tom Elliot Fisch
2.5.4 18 Interior Design	33,085			
2.5.4.22 Furniture selection, documentation & installation	28,735			
2.5.4 24 Detailed Cost Estimates	5,750			Consultant 2 phases
2.5 4 25 Structural engineer	4,000			
2.5.4.26 Structural Testing	2,000			
2.5.4 27 Mechanical engineer	5,560			
2.5.4 28 Electrical engineer	2,500			
2.5.34 29 Specifications	2,200			
2 5 4 30 Reproduction	2,500			

190 -9TH STREET IMPROVEMENTS NOTES

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission
From: Susan Hildreth, City Librarian
Re: Modification of Budget Change Proposals for 2003/04 Budget
Date: March 17, 2003

Two significant funding needs have come to my attention since the Commission took action on proposed 2003/04 budget change proposals on March 4, 2003. One of these needs was identified in the previous agenda item - $148,652 for modifications to the Support Services Center. The second significant need, $50,000, would support assistance in procuring furniture, fixtures and equipment (FFE) for the first phase projects in the Branch Library Improvement Program.

The Library has completed a request for proposal process for interior design services to set furniture design standards and provide interior design services for the Branch Bond Program. Kwan-Henmi was selected from this process; and the Library is currently negotiating a contract with Kwan-Henmi for these services, which will be supported by funding from the Branch Library Improvement Program. Kwan-Henmi was also asked to provide assistance in the FFE procurement process.

As a reminder, FFE cannot be purchased with general obligation bond funds. As you know, the Friends & Foundation are mounting a capital campaign to raise private funds for the FFE. Although general obligation bond funds can be used for both overall FFE design standard-setting and for interior design services for specific projects, general obligation bond funds cannot be used to assist in the procurement of FFE. The Library had anticipated that general obligation bond funds might be able to be used to support procurement activity and has now been informed by the City's Bond Counsel that funds other than bond funds must be used to support the procurement activity.

Although Friends & Foundation are raising funds for FFE, they will not be procuring the FFE. The funds that are raised will be given to the City for purposes of FFE purchases; and all City procedures and regulations will be followed in making these purchases. Although Martin Gomez and I are discussing possible support from the Branch Capital Campaign for FFE procurement, it is not available at this early stage of the campaign.

The Library has identified existing Library staff who can manage the procurement process, with the assistance of City purchasing staff, yet the specific nature of the FFE and the volume of the purchases is such that we are recommending that Library staff obtain specialized advice and consultation of Kwan-Henmi for this significant procurement process. We anticipate bundling at least 6 projects in the first phase of procurement, which would result in a package of approximately $3 million. The contract that Kwan-Henmi will have in place for the bond program can be modified to include these services. Please see the attached memo from Sylvia Kwan, Kwan-Henmi, outlining the proposed services.

Therefore, we have identified a critical need for $198,652 that takes precedence over several of the enhancements that you approved on March 4, 2003. We propose to redirect funding from the following projects to support this need:

Express Checkouts	$31,500
(Reduce from 3 to 2 units)	
Security System Upgrade	$60,000
Digital Camera	$3,652
(Balance available $2,858)	
Main AV Equipment	$33,500
Operations increase	$20,000
Staff Intranet study	$50,000
Total	$198,652

We hope that we will be able to fund some of these initiatives from other allocations in the 2003/04 operating budget. Since I was not able to present the City Librarian's report at the March 4, 2003, meeting, I did not have the opportunity to inform you of the generous $1 million bequest from the estate of Phyllis Wattis to the Friends & Foundation to establish the "Phyllis C. Wattis Fund for the Main Library". The earnings from this fund will be designated for the general purposes of the Main Library including, but not limited to, the acquisitions of books, maintenance and capital improvements. We would anticipate using some of these funds, when available, for some of the needs that we have identified and not been able to fund for the Main Library.

If the Commission approves this redirection, the budget change proposals would be modified to include two new projects:

Improvements to 190 9th St.	$148,652
Branch FFE procurement	$50,000

These redirections do not change the Budget Change Proposal totals. The Mayor's Budget Office has not yet closed the budget so these modifications could be made but we do need action on this item at the March 20th meeting. Also, the Capital Improvement Plan for 2003/04 would be modified. We currently have $200,000 allocated for facility maintenance; and this amount would be increased by $148,652 for a total of $348,652.

Attachments

PU[illegible] LIBRARY

FY 2003-04 BUDGET [illegible]ANGE PROPOSALS (REVISED)

ATT[illegible]MENT A

Priority	DIVISION	TITLE	DESCRIPTION	FTE	Personal Services	Operating Expense	Total
1	Systemwide	Convert 3602 Library Page with Benefits to Permanent Civil Service Status	Convert 70 Library Page positions from Temporary PTAN or provisional status to Permanent Civil Service status Incumbants in these positions receive health and retirement benefits and conversion is necessary in order for these staff to continue receiving benefits.	2.89	$ 172,650	$ -	$ 172,650
2	IRMO	Book Budget Increase	Increase book budget commensurate with increase in revenue (3%)	0.00	$ -	$ 182,000	$ 182,000
3	Main	Maintenance and supplies for Public Copy and Print Program	Supplies for the Public Copy and Print Program Includes paper, toner, and maintenance of copiers and printers Opportunity funds used in the current year to cover supplies. copiers and printers under warrenty the first year	0.00	$ -	$ 33,000	$ 33,000
4	**Systemwide**	**Support Services Center Modifications**	**Construction of loading dock, modifications to 1st floor to accommodate shipping, receiving, and temporary storage of materials, and reconfiguration of of existing offices and construction of new work areas on the 2nd and 3rd floors. Total project costs $726,060 -- $148,652 from LPF and $577,408 from the Library Improvement Fund (balance of funds appropriated for construction of a 2nd floor bridgeway in the Main Library).**	**0.00**	**$ -**	**$ 148,652**	**$ 148,652**
5	**Systemwide**	**FF&E Procurement Consultation (Branch Bond Program)**	**Services provided by Kwam-Henmi for assistance in procuring FF&E for Phase I projects. Contract for developing furniture design standards and procurement being negotiated with Kwam-Henmi following an RFP process. Bond funds cannot be used to assist in procurement of furnishings. Funds would be used to support this service.**	**0.00**	**$ -**	**$ 50,000**	**$ 50,000**
6	Operations	190 9th St	Custodian for Support Services Center at 190 9th Street Building purchased November 2002 to serve as systemwide support center is 3 floors with approx 45,000 sf	1.00	$ 37,167	$ -	$ 37,167
7	Main	Collection Agency	Funds to contract with Unique Management to pursue materials borrowed but not returned Requires enactment of a new $10 Collection Management Fee. $8 95 of which would be paid to Unique Management to cover the cost of the contract Program is cost neutral Experience of other libraries using Unique Managment's services is 65% recovery of materials and fines due	0.00	$ -	$ 70,000	$ 70,000
8	**Branch**	**Equipment Purchase - Express Checkout Machines**	**One-time funding to purchase two express checkout machines for installation at Mission and Anza Branch Libraries. Each unit costs $31,500 which includes site license and maintenance.**	**0.00**	**$ -**	**$ 63,000**	**$ 63,000**
9	IRMO	Redistribution of Supplies	Augment funds used to purchase materials and supplies for the Redistribution Program (donation of books taken out of circulation to other public benefit organizations) Items include pallets, boxes, wrapping tape & other supplies, postage and shipping, and a box lifter/pallet jack	0.00	$ -	$ 1,500	$ 1,500
10	Children	Media Center Display Furniture	One-time expenditure to purchase 4 media display units for Children's programming	0.00	$ -	$ 5,642	$ 5,642
11	**Public Affairs**	**Equipment Purchase - Digital Still Photo Camera**	**One-time funding to purchase a professional grade digital camera needed for publicity photos for programs and exhitits, constuction documents, and trade publications.**	**0.00**	**$ -**	**$ 2,858**	**$ 2,858**
12	Public Affairs	Equipment Purchase - 18 inch flat screen LCD computer monitors	One-time funding to purchase three 18-inch flat screen LCD computer monitors to replace salvaged CRT terminals currently used for Commission meetings	0.00	$ -	$ 2,550	$ 2,550
	TOTAL PROPOSED			**3.89**	**$ 209,817**	**$ 559,202**	**$ 769,019**
	One-time Costs				$ -	$ 194,202	$ 194,202
	Permanent/Ongoing				$ 209,817	$ 365,000	$ 574,817

(Approved by Library Commission 3/4/03)

Priority	DIVISION	TITLE	DESCRIPTION	FTE	Personal Services	Operating Expense	Total
1	Systemwide	Convert 3602 Library Page with Benefits to Permanent Civil Service Status	Convert 70 Library Page positions from Temporary PTAN or provisional status to Permanent Civil Service status. Incumbants in these positions receive health and retirement benefits and conversion is necessary in order for these staff to continue receiving benefits.	2.89	$ 172,650	$ -	$ 172,650
2	IRMO	Book Budget Increase	Increase book budget commensurate with increase in revenue (3%)	0.00	$ -	$ 182,000	$ 182,000
3	Main	Maintenance and supplies for Public Copy and Print Program	Supplies for the Public Copy and Print Program. Includes paper, toner, and maintenance of copiers and printers Opportunity funds used in the current year to cover supplies; copiers and printers under warrenty the first year	0.00	$ -	$ 33,000	$ 33,000
4	Operations	190 9th St.	Custodian for Support Services Center at 190 9th Street Building purchased November 2002 to serve as systemwide support center is 3 floors with approx 45,000 sf	1.00	$ 37,167	$ -	$ 37,167
5	Main	Collection Agency	Funds to contract with Unique Management to pursue materials borrowed but not returned. Requires enactment of a new $10 Collection Management Fee, $8 95 of which would be paid to Unique Management to cover the cost of the contract Program is cost neutral. Experience of other libraries using Unique Managment's services is 65% recovery of materials and fines due	0.00	$ -	$ 70,000	$ 70,000
6	Operations	Operational Costs	Increase in scavenger services ($10,000), rental of custodial uniforms, mat cleaning, and tools ($5,000), and building maintenance supplies ($5000)	0.00	$ -	$ 20,000	$ 20,000
7	IRMO	Redistribution of Supplies	Augment funds used to purchase materials and supplies for the Redistribution Program (donation of books taken out of circulation to other public benefit organizations) Items include pallets, boxes, wrapping tape & other supplies, postage and shipping, and a box lifter/pallet jack.	0.00	$ -	$ 1,500	$ 1,500
8	Branch	Equipment Purchase - Express Checkout Machines	One-time funding to purchase three express checkout machines for installation at Mission, Ortega, and Anza Branch Libraries. Each unit costs $31,500 which includes site license and maintenance	0.00	$ -	$ 94,500	$ 94,500
9	Operations	Security System Upgrade	One-time funding to retrofit and upgrade the Main Library's security system. Includes improvements and expansion of the camera surveilance system and interface with the building alarm system; to upgrade the monitoring and information storage to a digital system; and, to incorporate the staff badgin system into the existing security system	0.00		$ 60,000	$ 60,000
10	Children	Media Center Display Furniture	One-time expenditure to purchase 4 media display units for Children's programming.	0.00	$ -	$ 5,642	$ 5,642
11	IRMO	Staff Usability	One-time contract funds to conduct a usability study of the Library's intranet system The system (StaffNet) provides a centralized repository for Library public service and operational policies, procedures, forms and other information used by staff to conduct business and provide service The system has developed in an ad hoc fashion, is not as effective as it can be, and the study will facilitate improvements in sytem content and use.	0.00	$ -	$ 50,000	$ 50,000
12	Public Affairs	Equipment Purchase - Digital Still Photo Camera	One-time funding to purchase a professional grade digital camera needed for publicity photos for programs and exhitits, constuction documents, and trade publications	0.00	$ -	$ 6,510	$ 6,510
13	Public Affairs	Equipment Purchase - 18 inch flat screen LCD computer monitors	One-time funding to purchase three 18-inch flat screen LCD computer monitors to replace salvaged CRT terminals currently used for Commission meetings.	0.00	$ -	$ 2,550	$ 2,550
14	Public Affairs	Main Library A/V Equipment Refreshment	One-time funding to upgrade and replace antiquated A/V equipment in the Children's Creative Center ($17,500) and the Stong Conference Room ($16,000) Equipment to be purchased includes DLP projectors and a DVD player Also includes funds to upgrade computer/projector interface components and reporgam A/V system remote controls to operate the projectors	0.00	$ -	$ 33,500	$ 33,500
	TOTAL PROPOSED			**3.89**	**$ 209,817**	**$ 559,202**	**$ 769,019**
	One-time Costs				$ -	$ 252,702	$ 252,702
	Permanent/Ongoing				$ 209,817	$ 306,500	$ 516,317

Filename=BCC Summary (Budget Proposals (Approved))

KwanHenmi
ARCHITECTURE/PLANNING

Memo

date March 14, 2003

project **SF Branch Library Improvement Program (BLIP)**

KH project no. **MC03.02**

prepared by Sylvia Kwan

Subject Scope of Services & Fee for Procurement

To	From
Susan Hildreth, City Librarian	Sylvia Kwan, Kwan Henmi.Marie Fisher.Assoc. (KHMF)

Cc: Marilyn Thompson, Marie Fisher

Here is the scope of services for the procurement process, per our discussion of last week and my conversation with Robin Burgstahler of SFPL today.

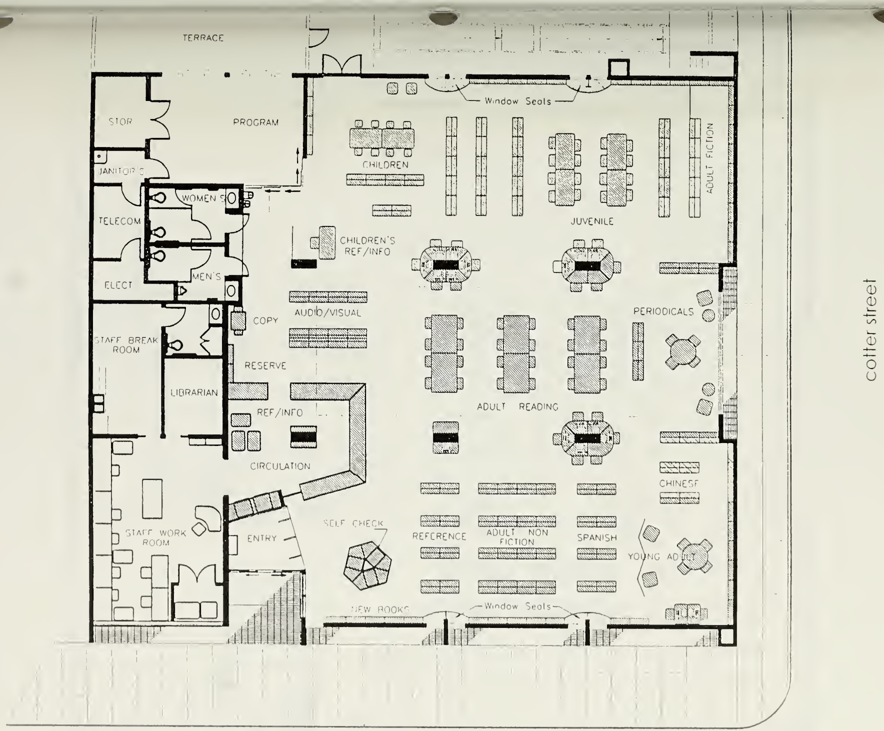
1. Develop procurement process with Robin Burgstahler, to coordinate between her past projects and our proposed methodology.
2. Develop RFQ and RFP forms for vendors.
3. Assist SFPL with modification of Dept of Purchasing forms.
4. Assist SFPL with review of prequalification, proposal, and purchasing process for each of 6 procurement packages.

For the above scope, our fee will be on an hourly basis not to exceed Fifty Thousand Dollars ($50,000.00).

Additional Services:

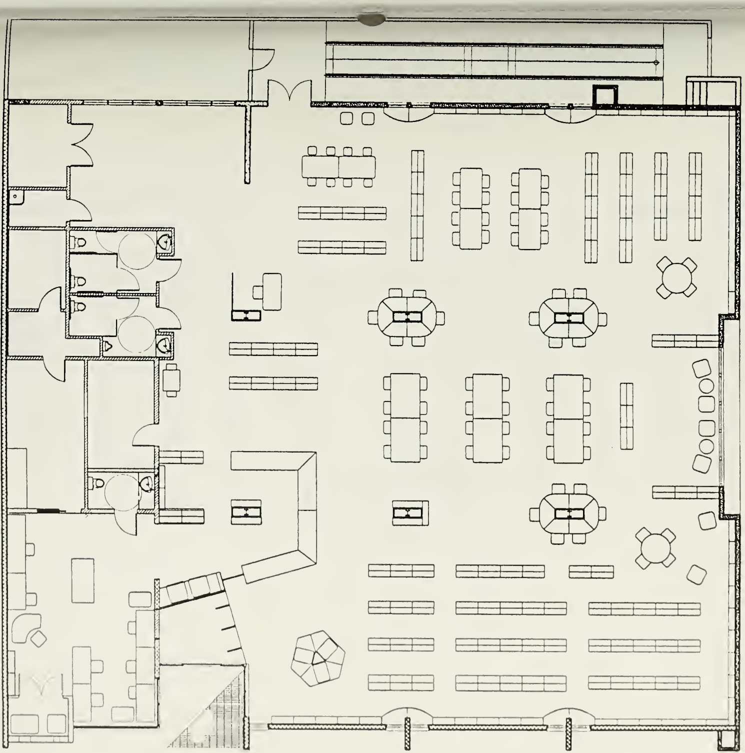
If requested, KHMF will provide full service during one procurement package cycle in order to develop a standard process for future packages. Fees for that will be submitted upon request.

Our understanding is that this memo will serve as information only. Our basic services contract will be modified in the next fiscal year, when these funds become available.



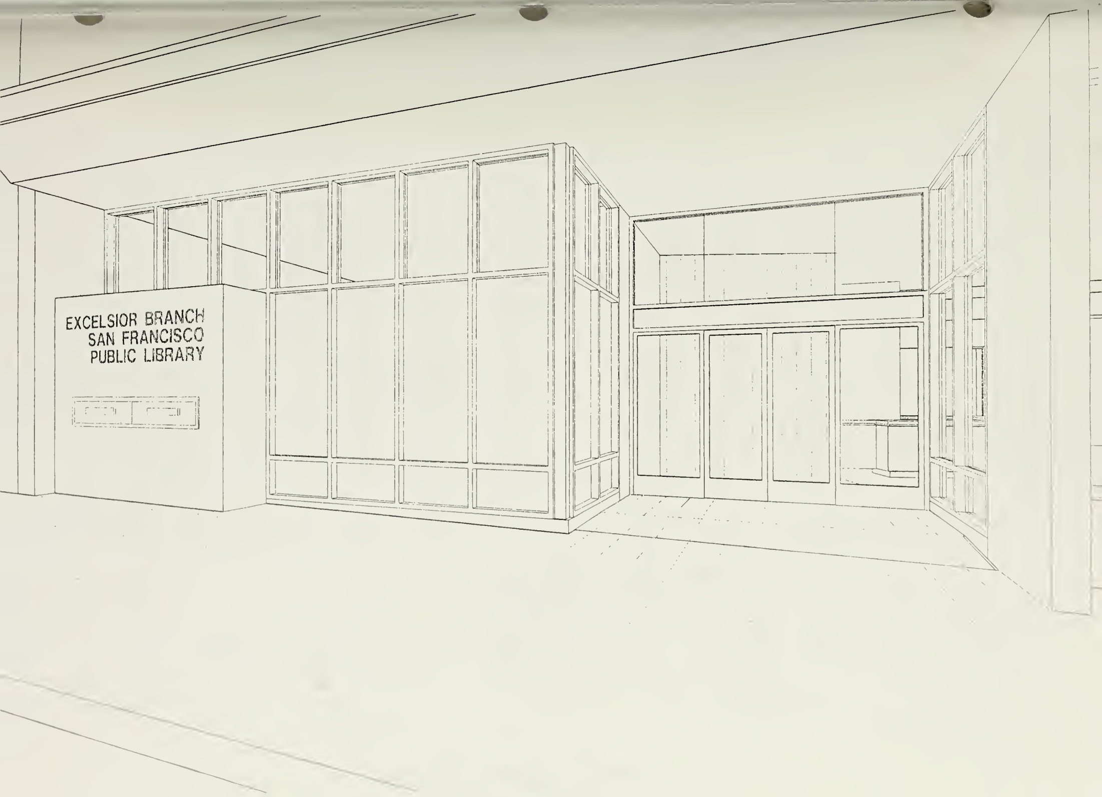
2/20/03

Excelsior Branch Library



REVISED SHELVING PLAN

Excelsior Branch Library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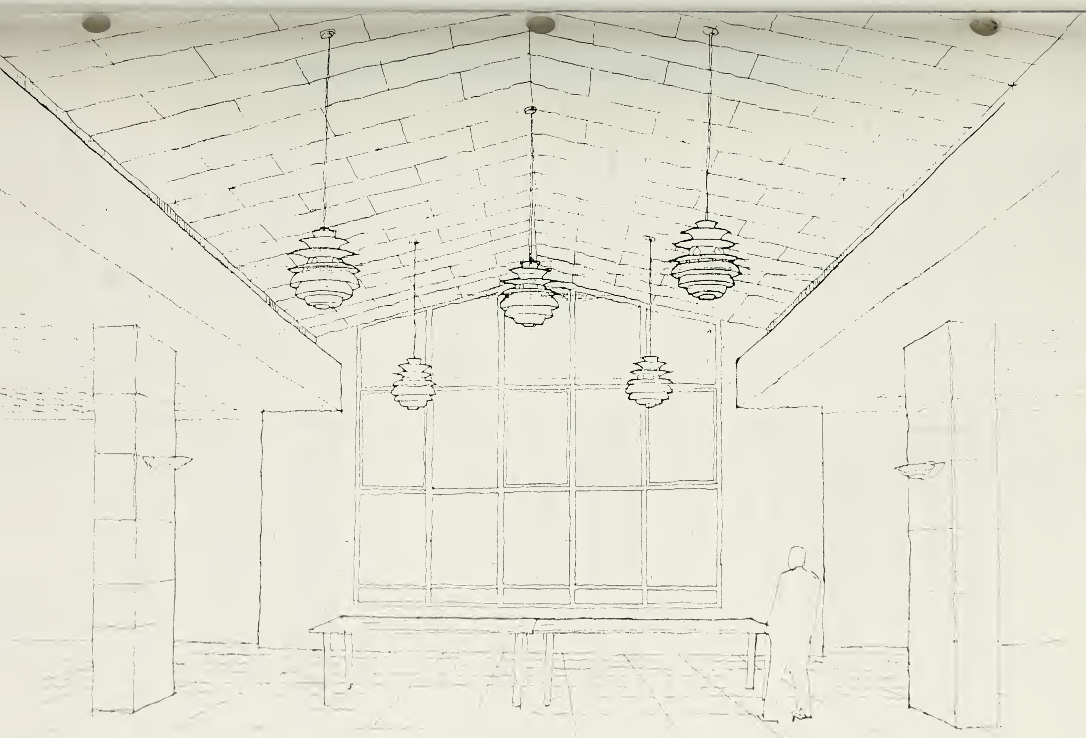
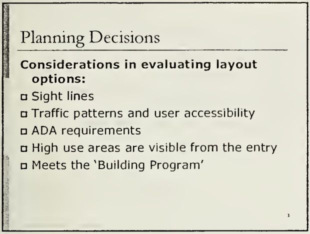
SAN FRANCISCO
PUBLIC LIBRARY



Excelsior Branch Library

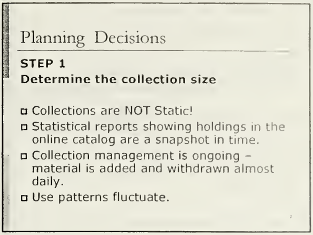
NORTH WALL . READING ROOM



Planning Decisions

Considerations in evaluating layout options:

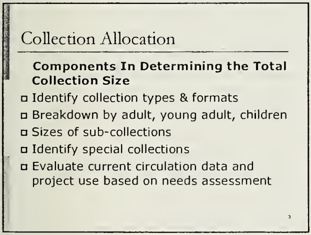
- ◻ Sight lines
- ◻ Traffic patterns and user accessibility
- ◻ ADA requirements
- ◻ High use areas are visible from the entry
- ◻ Meets the 'Building Program'



Planning Decisions

STEP 1
Determine the collection size

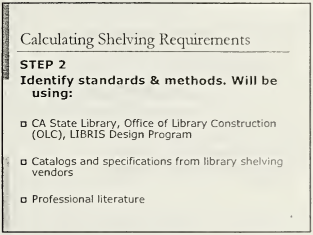
- ◻ Collections are NOT Static!
- ◻ Statistical reports showing holdings in the online catalog are a snapshot in time.
- ◻ Collection management is ongoing – material is added and withdrawn almost daily.
- ◻ Use patterns fluctuate.



Collection Allocation

Components In Determining the Total Collection Size

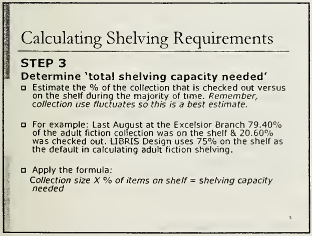
- ◻ Identify collection types & formats
- ◻ Breakdown by adult, young adult, children
- ◻ Sizes of sub-collections
- ◻ Identify special collections
- ◻ Evaluate current circulation data and project use based on needs assessment



Calculating Shelving Requirements

STEP 2
Identify standards & methods. Will be using:

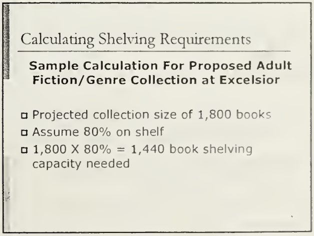
- ◻ CA State Library, Office of Library Construction (OLC), LIBRIS Design Program
- ◻ Catalogs and specifications from library shelving vendors
- ◻ Professional literature



Calculating Shelving Requirements

STEP 3
Determine 'total shelving capacity needed'

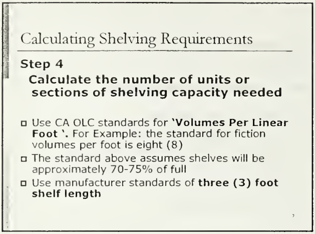
- ◻ Estimate the % of the collection that is checked out versus on the shelf during the majority of time. *Remember, collection use fluctuates so this is a best estimate.*
- ◻ For example: Last August at the Excelsior Branch 79.40% of the adult fiction collection was on the shelf & 20.60% was checked out. LIBRIS Design uses 75% on the shelf as the default in calculating adult fiction shelving.
- ◻ Apply the formula:
  Collection size X % of items on shelf = shelving capacity needed



Calculating Shelving Requirements

Sample Calculation For Proposed Adult Fiction/Genre Collection at Excelsior

- ◻ Projected collection size of 1,800 books
- ◻ Assume 80% on shelf
- ◻ 1,800 X 80% = 1,440 book shelving capacity needed

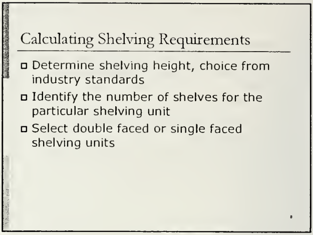


Calculating Shelving Requirements

Step 4

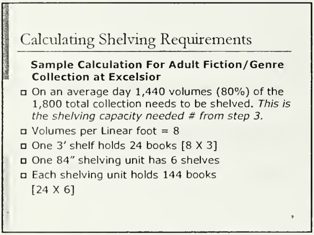
Calculate the number of units or sections of shelving capacity needed

- Use CA OLC standards for **'Volumes Per Linear Foot '**. For Example: the standard for fiction volumes per foot is eight (8)
- The standard above assumes shelves will be approximately 70-75% of full
- Use manufacturer standards of **three (3) foot shelf length**



Calculating Shelving Requirements

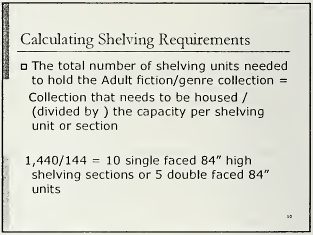
- Determine shelving height, choice from industry standards
- Identify the number of shelves for the particular shelving unit
- Select double faced or single faced shelving units



Calculating Shelving Requirements

Sample Calculation For Adult Fiction/Genre Collection at Excelsior

- On an average day 1,440 volumes (80%) of the 1,800 total collection needs to be shelved. *This is the shelving capacity needed # from step 3.*
- Volumes per Linear foot = 8
- One 3' shelf holds 24 books [8 X 3]
- One 84" shelving unit has 6 shelves
- Each shelving unit holds 144 books [24 X 6]

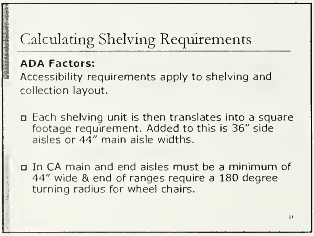


Calculating Shelving Requirements

- The total number of shelving units needed to hold the Adult fiction/genre collection =

Collection that needs to be housed / (divided by) the capacity per shelving unit or section

1,440/144 = 10 single faced 84" high shelving sections or 5 double faced 84" units

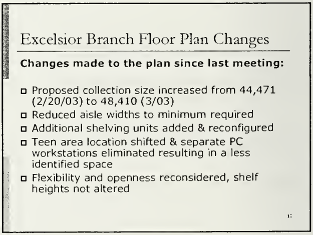


Calculating Shelving Requirements

ADA Factors:

Accessibility requirements apply to shelving and collection layout.

- Each shelving unit is then translates into a square footage requirement. Added to this is 36" side aisles or 44" main aisle widths.
- In CA main and end aisles must be a minimum of 44" wide & end of ranges require a 180 degree turning radius for wheel chairs.



Excelsior Branch Floor Plan Changes

Changes made to the plan since last meeting:

- Proposed collection size increased from 44,471 (2/20/03) to 48,410 (3/03)
- Reduced aisle widths to minimum required
- Additional shelving units added & reconfigured
- Teen area location shifted & separate PC workstations eliminated resulting in a less identified space
- Flexibility and openness reconsidered, shelf heights not altered

BRANCH LIBRARY
IMPROVEMENT PROGRAM

City & County of San Francisco
Branch Library Improvement Program

Willie Lewis Brown, Jr., Mayor
Susan Hildreth, City Librarian
Edwin M. Lee, Director of Public Works

Excelsior Design Review Comments & Responses
Presentation February 20, 2003
Responses March 20, 2003

Comments by Peer Panel--

Bryant Rice (Interior Designer):

- Relocation of the Program Room and its connection to the terrace is good
- Revision of the Circulation counter makes it more prominent
- Furniture layout allows multiple uses in different spaces
- Central ceiling gable is the most important/strongest feature and gives the building character
- Likes wood ceilings but suggested that the patterns on the panels may detract from the ceiling – suggested a simpler treatment
- Suggested increasing the size/scale of the light fixtures
- Suggested mounting the light fixtures in the center of the gable from the ridge beam
- Suggested adding or revising lighting in soffits on exterior to enhance front elevation – also look at fenestration
- Though the furniture hasn't been decided, suggested playful furniture in the periodical section to create a café look
- Found overall plan a good improvement

David Hobstetter (Architect):

- Suggested improving the exterior to make the building more visibly transparent
- Disliked the extension of the proposed staff office space and suggested angling the staff space back
- Suggested creating a stronger entry statement
- Suggested more glass at the entry way, similar to gable windows
- Suggested popping up the corner wall near entrance to create a marquee effect
- Recommended a simple palette of colors in keeping with the 60's period architecture of the building
- Recommended attention to the window treatment noting that square bay windows are more visually accessible

Hillary Gittleman (Urban Planner):

- Found the design good and lauded the careful process used to gather input into the design
- Suggested that the Mission Street façade needed more attention
- Recommended strengthening the front door/façade elements
- Suggested more glazing in the staff corner
- Recommended playing to the rhythm of the existing building
- Suggested taking grid from the Cotter St. bay window and using it as a reference point for Mission St. elevation
- Found the proposed rear designs with more glass and sliding doors successful

Comments by audience (on design only):

David Hooper (Excelsior resident):

- Noted that moving the staff workroom could reduce wall space
- Felt that he could do without the window seating and suggested if done that the bottom glass be opaque
- Appreciated the proposed improvements in the entry area and called attention to the noise levels from Mission Street suggesting double doors to reduce noise
- Noted that the staff room needs privacy

Ed Regan:

- Asked for the addition of a pamphlet room

Tony Sacco (President, New Mission Terrace Association):

- Found the proposed layout good
- Expressed his strong belief that libraries are for books and any reduction of books is unacceptable
- Urged that computers not be added to the branch in place of books

Rebecca Silverberg (Excelsior District Improvement Association):

- Recommended against lengthening the windows in the staff area
- Urged greater efforts be made to keep noise levels down from Mission Street

Peter Warfield:

- Commented that the plan reduced book space, a reference desk, and reading tables

Comments by Commissioners (on design only):

Commissioner Steinman:
- Expressed concerns with the planned use of carpeting suggesting that hard surfaces might be more practical
- Suggested enclosing the terrace to increase program room, allowing some program room space to be used for shelving

Commissioner Chin:
- Suggested adding additional shelf height to provide more space for books

Commissioner Strobin:
- Recommended sound-reducing glazing on the windows to further reduce noise

Commissioner Coulter:
- Suggested looking at raising the height of the shelves
- Asked whether the design could have more bookshelves and fewer seats
- Suggested considering adjusting the circulating and reference collection to accommodate more books
- Requested staff investigate ways to maintain current book collection size

President Higueras:
- Recommended more work on the Mission façade to make it more celebratory
- Suggested consideration of an entrance vestibule to reduce noise from Mission St. and noted that the entry way seemed tight
- Suggested that the exterior and entry needs to be better and the façade is bunker like
- Commented that he was skeptical about the window seating and people's urge to recline
- Concerned that that the program room was hidden in the back
- Suggested turning or angling stacks differently and eliminating window seats to increase collection, also angling stacks to increase visibility
- Suggested changing location of work room away from the front of the building
- Recommended installing skylights
- Noted that the Commission wanted the Mission Street façade improved
- Noted that he would be anxious to see how the details of the conceptual design were resolved to maximize the limited space available, as well as address concerns and suggestions raised by the Peer Panel and the Commissioners

Responses by architect and library staff –

Exterior design/façade-

Summary- The Peer Panel advocated a number of ways to enhance the front elevation: simplify paint scheme, create bay windows, add more windows / transparency, add elements and/or lighting to enhance the rhythm of the bays, extend grid pattern from the Cotter Street elevation.

Response- Paint scheme has been simplified to two colors, with an accent color for the entry (to address issues below). Increasing windows or adding bay windows would decrease book stacks. Lighting in soffits along Mission Street is being replaced for energy efficiency and could be directional in order to highlight the rhythm of the bays. Grid from Cotter Street has been extended around to the entry.

Entry-

Summary- The Peer Panel advocated a stronger statement at the entry, including: more glass at staff work room, angling the wall at the entry, raising the roof over the entry (suggested by one panel member, discouraged by another). Public did not want to increase windows at staff work room and were concerned about sound entering the Library from Mission Street. Commission suggested increasing entry area, adding a vestibule, moving the staff work room, increasing visibility and celebrating the entry.

Response- The entry has been redesigned to add interest to the entire façade and celebrate the entry, without increasing construction cost by raising the roof. We have been careful to maintain staff privacy while increasing glass at the entry by adding frosted glazing. The entry area has not been increased nor has a vestibule been added, in order to preserve space for collections. Due to the raised access flooring, ramping and ADA path of travel requirements, adding a second set of doors would require more square footage for circulation, less for collections. The existing entry does not have a vestibule, the glass is single pane and the floors are tiled. To reduce sound, acoustic tile will be installed at the entry, hard surfaces on the floor will be eliminated, and all glazing will be double paned. In addition, we have located the noisy parts of the Library closest to the entry, providing quiet zones further inside. Moving the staff work room is not feasible. Our studies indicate greatest efficiency and better workflow when the staff work room has direct access to the book drop and the circulation desk.

Window seats-

Summary- The public and Commission were skeptical about the usefulness of the window seating and preferred using the space for more book shelves.

Response- Library staff advocates seating in the stacks for browsers which are heavily used in libraries where they are provided. Either loose furniture or built in window seats would allow this. The window seat area is not useable for more book shelves unless the windows are eliminated, which is not preferred or feasible.

Reading Room-

Summary- The Peer Panel advocated simplifying the ceiling panels and having fewer and larger light fixtures.

Response- Wood ceiling panels have been simplified by changing the direction of the panels and choosing a grid color to match the wood, to achieve a homogenous and warm surface treatment. Our studies and sketches justify the size, number, and proportions of the light fixtures.

Collection size/Services-

Summary - The public and some Commissioners suggested decreasing seating, reconsidering number of computers and increasing shelving height in order to increase collection size.

Response - The current branch collection size is 46,800. The proposed collection size in this revised plan is 48,410. In order to achieve this additional collection space, several modifications were made to the floor plan. The modifications included: reducing aisle width between book stacks, adding and rearranging shelving units, shifting the teen area and dedicated teen computers to the main floor area, which results in a less well-identified space for teens. We are not recommending increasing shelving height because it conflicts with our goal to create an open, welcoming space that supports self-service for users and provides some visibility for staff. The focus on actual collection size is a difficult one, because that number changes daily based on what is circulating, what new materials are coming in, what materials are being withdrawn, etc. With the 2/20/03 version of the floor plan, the volume capacity was 44,471. The flexibility and openness of the floor plan as well as the separateness of the teen area has been limited in order to provide additional space for 4,000 volumes.

Other-

Summary- The public suggested creating a pamphlet room. The Commission suggested enclosing the terrace, installing skylights, increasing visibility from entry to program room and verifying visibility with orientation of stacks.

Response- The budget cannot support enclosing terrace but this can easily be done in the future if funds become available. Also, at public meetings, residents have appreciated the improved terrace area. Pamphlets, or give-aways, will be displayed near the entry in a custom built bin or case, so as not to decrease square footage needed for collections. A display case is also provided for at the entry. Skylights are already included in the design. Signage on the soffit above the program room door will be visible from the entry. The direction and height of stacks, although impeding visibility from the circulation desks, has been steadily increased and moved over the course of design in order to maximize shelf space and increase collections.

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SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, March 20, 2003. (As approved amended April 17, 2003)

The San Francisco Public Library Commission held a regular meeting on Thursday, March 20, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:05 PM.

The following members were noted present: Commissioners Bautista, Coulter, Higueras, Steiman, and Strobin. Commissioner Streets was excused and Commissioner Chin's arrival was expected to be delayed.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE FEBRUARY 20, 2003 COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE FEBRUARY 20, 2003 COMMISSION MEETING

An anonymous member of the public raised questions concerning corrections to the December 19th Minutes finding there had been no correction of a cited grammatical error or clarification called for in Commissioner Coulter's comments about this person's remarks about Martin Paley.–Mr. Ed Regan found his remarks were accurately reported. Mr. Peter Warfield found the Minutes lacking in several areas citing his page 9 comment concerning the lack of availability of explanatory documents and in particular that the public review copy of the Richmond Prop. 14 application did not include all of the documents; he also suggested that members of the public who had requested copies had not received the materials made available to the Commissioners, citing comments by the City Librarian.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE FEBRUARY 20, 2003 COMMISSION MEETING

The City Librarian asked for a clarification of her reported reference to a copy of the Richmond Branch Prop. 14 Application being available in the rear of the auditorium for public review to clarify that a public review binder of the application and the Needs Assessment, the Plan of Service, and the Building Program was available at the rear of the auditorium and the full application and supporting documents were available in the Library Commission Office for public inspection. Commissioner Coulter suggested that in order to make the revised Minuets less confusing that amendments be made in such a way as to clearly identify any changes.

MOTION: Commissioner Steiman, seconded by Commissioner Strobin that the February 20, 2002 Minutes be approved as amended.
ACTION: AYE 5-0 (Bautista, Coulter, Higueras, Steiman, and Strobin)

AGENDA ITEM #2 190 -9th STREET IMPROVEMENTS

City Librarian Susan Hildreth presented a report (copy attached) on needed improvements to the 190-9th Street Support Services Center prior to move in by library staff. Ms. Hildreth recounted a brief background of its acquisition, noted that it would be used by the City's Department of Employee Relations until June 30, and highlighted the needed changes identified by Philip Sowers, Department of Public Works, Bureau of Architecture working with Library Chief of Technical Services Vivian Pisano, in collaboration with library consultants Diane Mayo and Foxie Mason. Ms. Hildreth called attention to the creation of a loading dock on Washburn Alley and the proposed reconfiguration of 1st floor spaces and the creation of additional offices on the 2nd and 3rd floors. She noted that the Bureau of Architecture would address the exterior work and interiors would be done by Tom Elliot Fisch, a local design firm. The City Librarian informed the Commission that the schematic designs should be completed later in the Spring; with construction beginning this Summer; and move in late in 2003 or early 2004 after the completion of migration to the new integrated library system was completed.

Commissioner Chin joined the meeting at 4:20PM

Ms. Hildreth reviewed the proposed reallocation of the remaining $577, 408 appropriated from the Library improvement Fund for a 2nd floor bridge in the Main Library proposed in the POE but not recommended by staff. The City Librarian reported staff recommended use of these available funds rather than the expenditure of any additional branch bond program funds on this facility. Ms. Hildreth noted that the Controller's Office recommended that notification of the change be made to the CIAC (Capital Improvement Advisory Committee).

Public comment on AGENDA ITEM #2 190 – 9th STREET IMPROVEMENTS

An anonymous member of the public wondered about the original costs estimates for using this building, and expressed concern about using operating funds to save bond money. Mr. Peter Warfield commented that the POE consultant had found creating a 2nd floor bridge crucial, noting the difficulty in accessing the Children's Center, and questioned using operating budget funds.

Commission discussion of AGENDA ITEM #2 190 – 9TH STREET IMPROVEMENTS

In response to a question concerning the project management costs by Vice President Steiman, President Higueras noted that on small projects the management costs were often a larger percent of costs because the same amount of work was needed for both large and small projects but the scope of work on larger projects made those costs a small percent of the total. Mr. Sowers explained in further detail exactly what was included in these costs. In response to additional questions by Vice President Steiman, the City Librarian noted that a review and solid cost estimate were underway for the remaining 1st floor work and that there were unencumbered additional funds remaining to apply to those projects. Ms. Hildreth noted that the

recently approved signage improvements would make a significant difference in way finding and that consideration was being given to making the elevators accessible from the Larkin and Fulton Street doors on the 2nd floor without the need for a bridge. In response to a question by Commissioner Bautista, Ms. Hildreth outlined the process staff had used to reconsider that approach and choose others. President Higueras asked if any additional funding would be needed to prepare 190-9th Street for use and was informed by the City Librarian that no additional funding needs were likely. Ms. Hildreth then summarized the bond expenditures planned for and used for acquisition of the building and noted that as all planned branch bond funds were expended it was the better course to fund as needed improvements, as has often been done with other library facilities, from the Library Improvement Fund and the operating budget. In response to a question by President Higueras, "why not use bond budget reserves"? Ms. Hildreth noted that as no Prop 14 (State Library Bond) monies had yet been received; it would be prudent in these early days of the Bond Program to preserve budget reserves to insure that sufficient funds remained available. In response to President Higueras question, "is there less impact from using operating funds instead of Bond Program funds"? The City Librarian responded, "yes". In answer to a question by Commissioner Chin concerning details of the 190-9th Street renovations, Mr. Sowers discussed in detail what would be needed in terms of demolition, creating and rearranging use of spaces, electrical and mechanical rearrangement and creation of new offices on the 2nd and 3rd floors to make most efficient use of the building for the Library. Deputy City Librarian Paul Underwood reported that the first floor would require resurfacing for use in book handling and noted that perhaps not as many office spaces might be needed resulting in some costs saving on the project.

Deputy City Librarian Paul Underwood noted that staff planned to use the existing furnishings and only buy what was necessary and that an analysis being prepared by Tom Elliot Fisch would make what would be needed clear. The City Librarian noted that the building's nearly new furnishings had been purchased for $50,000 and could be used in place or in other facilities as found to be useful. She emphasized that cost savings would be pursued whenever possible.

MOTION: Commissioner Steiman, seconded by Commissioner Strobin that the proposed reallocation of $577, 408 from the Library Improvement Fund for certain improvements to the Library's Support Services Center at 190- 9th Street be approved.

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

AGENDA ITEM #3 2003/04 BUDGET

City Librarian Susan Hildreth made a presentation to the Commission on her recommendations for budget change proposals (copy attached) to address two new needs that had emerged since the Commission addressed the budget on March 4th. The City Librarian pointed out that it had become clear that $50,000 would be needed to begin procurement for the FF&E (furniture, fixtures, and equipment) for

the 1^{st} stage Branch Bond Program projects. Ms. Hildreth envisioned development of a variety of model furnishing styles appropriate to different types of branch librararies and reported completion of the RFP process for interior design services and selection of Kwan-Henmi to work with library staff to provide interior design services for the Branch Improvement Program. She informed the Commissioners that contract negotiations were underway. Ms. Hildreth called the Commissioners attention to the fact that FF&E cannot be purchased with bond funds and that as Friends & Foundation support was not yet available this early in their capital campaign for the branches, $50, 000 from the operating budget as start up funding for procurement would need to be allocated to get Phase I projects bid packages underway. The City Librarian noted that that five or six projects could be bundled together in an effort to obtain the best price. Ms. Hildreth noted that it was still possible to redirect funds in the budget that had been submitted and noted that several items such as, an additional express check out machine, security system upgrades, a digital camera, and Main Library AV support improvements as well as an Intranet study were no longer as high a priority as those she was recommending to provide support for the FF&E project. Additionally, the City Librarian called the Commission's attention to a $1 million bequest benefiting the Library from the late philanthropist Phyllis Wattis. Ms Hildreth reported that anticipated income from this bequest could be used to fund unmet needs including building improvements at the Main Library. The City Librarian then discussed details in the attachments to the report.

Public comment on AGENDA ITEM #3 2003/04 BUDGET REPORT

An anonymous member of the public noted that these were not simple issues and that when the budget was discussed on March 4th this individual had questioned expenditures such as the Intranet study that were defended as needed then, but it seemed could be done without now. Mr. Peter Warfield stated that explanatory materials were not available in advance finding this a disservice to the public. Mr. Warfield urged the Commission to seek more specifics on what was proposed and expressed concern that a "cookie cutter" look might result from standardized designs for branch library furniture.

Commission comment on AGENDA ITEM #3 2003/04 BUDGET REPORT

In response to a question by Vice President Steiman, the City Librarian reported that the needed Intranet improvements would, most likely, be done by a library staff team. The City Librarian noted that the previously proposed items were important but that the newly identified needs were a higher priority. Additionally, Ms. Hildreth informed Vice President Steiman of her discussions with the Friends & Foundation concerning possible future support for FF&E procurement as the Capital

Campaign for Branch Libraries got more fully underway. Vice President Steiman found little to fear of any "cookie cutter" look; noting members of the Council for Neighborhood Libraries (CNL) had expressed a greater concern that systemwide furniture standards were not yet in place. The Commission Vice President noted that a model standard of quality did not mean that everything looked the same. The City Librarian commented that there were many ways to tailor designs with differing finishes and fabrics appropriate to each branch library. In answer to questions by President Higueras, Ms. Hildreth discussed in some detail the ongoing efforts to create standards for FF&E and outlined progress with contract negotiations with Kwan-Henmi. Ms. Hildreth reported an anticipated timeline to have model standards that could serve as a bid package process template in place by early 2004. She noted that Kwan-Henmi would serve in an advisory capacity to Library and city staff working on the several identified branch projects. The City Librarian reiterated that the new Wattis Bequest could serve as a funding source to address now delayed priority Main Library issues. Responding to a question by Commissioner Chin, Ms. Hildreth noted that staff had fully researched and were using identified sources for national standards and that Kwan-Henmi was familiar with many types of current standards and the specialty market so that they could assist the Library in obtaining the highest quality for the most reasonable costs.

MOTION: Commissioner Chin, second`ded by Commissioner Strobin that the proposed budget change proposals to redirect funding in the 2003/04 Budget of $148, 652 for improvements to 190 – 9th Street and $50,000 for first phase FF&E for Branch Library improvement Program be approved.

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

AGENDA ITEM #4 EXCELSIOR BRANCH DESIGN REVIEW

After a brief introduction by the City Librarian, Mr. Philip Sowers, Bureau of Architecture, Department of Public Works, presented a detailed report (copy attached) and drawing explaining revisions made in collaboration with library staff in the proposed design for the Excelsior Branch Library as result of comments offered by the peer review panel, Commissioners, and public comment at the February Design Review. Chief of Branches Donna Corbeil then presented a detailed report (copy attached) reviewing the collection planning process and the ways the resulting shelving expansion needs were met.

Public comment on AGENDA ITEM #4 EXCELSIOR BRANCH DESIGN REVIEW

An anonymous member of the public noted that peer panel comments had been reported but not remarks offered by this individual critiquing the Excelsior Branch Design process finding in particular that advocacy for books was eviscerated from reports of the community meeting. This person also noted that Mr. Peter Warfield had made specific comments concerning reduced books and seating that were not reported. Mr. Ed Regan observed that there was little public interest in window seats and expressed a desire for a report enumerating the collection by fiction and non-fiction titles. Mr. David Hooper, New Mission Terrace Association, praised the Library staff's response to community concerns, favored the proposed use of frosted glazing, noted that he could live with the window seating, that increased space for young people was important, and that the revised design was improved. Mr. Hooper expressed his thanks for the staff's hard work. Ms. Rebecca Silverberg favored the revised design finding it improved and asked that the peer reviewers receive information about the changes made. Ms. Silverberg noted that the increase in book would make the branch more crowded but that that was what was wanted by the community. Ms. Silverberg also emphasized that the branch should not lose any of the proposed additional computers as well. Mr. Peter Warfield criticized the reporting of the size of the Excelsior Branch's collections, and complained that he had not received explanatory information about this item. Mr. Warfield remarked that more books, more materials, and retaining a separate reference desk were important.

Commission discussion of AGENDA ITEM #4 EXCELSIOR BRANCH DESIGN REVIEW

Responding a question by Commissioner Bautista, Ms. Corbeil and Mr. Underwood discussed the underlying reasons why there was a wide variety of standards but no set national standard for the number of books in library collections and called attention to various ways an appropriate collection size could be determined. Commissioner Bautista noted that Supervisor Sandoval had informed her of concerns with the size of the collection at the Excelsior Branch. The Deputy City Librarian noted that the Library in reality had one large collection located in twenty seven different locations and that this was perhaps a more accurate way to assess what was available to users. Commissioner Chin expressed concern with comments repeating "the Big Lie" that books were being removed from the libraries. She pointed out that having collections of materials that library users wanted and needed, rather than a large number of books sitting on the shelf unused, should be the criteria for evaluating appropriate collections. Vice President Steiman also challenged the accuracy of some reports of collection size noting that inflated numbers were the result of many years of not cleaning out cataloged items no longer in the collection and pointed out that the real number of books available was actually being increased. Vice President Steiman also noted that users want up to date books and information and that frequently using electronic resources was a better way to get accurate information. The Deputy City Librarian called attention to the extensive demographic and needs analysis done to make the new branch collection more responsive to what the community wanted especially more Chinese and Spanish materials and greater access to electronic resources. Mr. Underwood suggested that branch circulation would greatly increase and as the new ILS system was put into place better ways to analyze and manage the collection to facilitate its use would be possible. In response to a query by Commissioner Bautista, it was recalled that the Excelsior Branch was not included in the public art program. Vice President Steiman expressed appreciation for the increased size of the branch collection and recommended that all future branch planning begin with only the minimum allowable aisle space to meet ADA requirements to maximize space for collections. Commissioner Coulter congratulated Ms. Hildreth, Mr. Underwood, Ms. Corbeil, and the staff for making the revised design stronger with additional shelving and steps to correct misinformation concerning the actual size of its collection. Commissioner Coulter again suggested a public discussion of Collection management issues to educate the public about all of the factors that had to be considered with maintaining as well as refreshing branch collections. The Deputy City Librarian noted that a collection development workshop with the Council of Neighborhood Libraries was being planned and noted that the ULC grant provided opportunities to create a model for collection development as well as to learn from other libraries such as the New York Public Library ways to address these issues. Vice President Steiman suggested that similar collection development workshops be held in the evening and made available to members of neighborhood associations. Commissioner Chin emphasized the importance of getting input from children and youth to teach a love of learning and establish real connections with youth. Commissioner Chin recommended outreach to those who did not currently use the libraries to bring them into contact.

Commissioner Coulter left the meeting at 6:15PM.

AGENDA ITEM #5 PUBLIC COMMENT

An anonymous member of the public commented on "The Big Lie" noting that the American Library Association (ALA) had withdrawn criteria under fire in the 1970s. This person suggested that the library was principally the house of the book and that library consultants erred when recommending fewer books. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week 365 days each year and suggested that roll away chairs and tables for standing reading, drinking fountains, and a description of the collection by fiction and non-fiction titles be provided. Mr. Peter Warfield lauded Commissioners who supported more books, suggesting that quantity and quality were both possible if the books were chosen with great care.

AGENDA ITEM #6 ADJOURNMENT

MOTION: Commissioner Chin, seconded by Commissioner Bautista that the meeting be adjourned.

ACTION: AYE 5-0 (Bautista, Chin, Higueras, Steiman, and Strobin)

The meeting was adjourned at 6:36PM.

Michael Housh, Commission Secretary 3/26/03

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

The number of members of the public who spoke anonymously at this meeting. 1

Minutes of the regular Commission Meeting of March 20, 2003

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 20, 2003

Item 1:
Approval of the Minutes: February 20, 2003

"These minutes contain an approval of the January 16 minutes in which there was a reported discussion of the minutes of December 19, including a correction. I checked and the correction still has not been made.

It was a grammatical correction that no one would care a wit about except that Commissioner Coulter did ask that it be changed. So it takes a full three months to find out that it is futile to take any of our discussions here seriously.

With respect to agenda item 6 the discussion on page 12 regarding power point presentations and the Fuhrman Trust. The point was whether the public would be able to make power point presentations. Also, the point of the Fuhrman Trust comments was what positive comments with respect to Martin Paley's involvement would look like, namely that it was all Mr. Dowlin's doing and Mr. Paley lacked interest in those crucial expected situations as director of the Foundation."

Minutes of the regular Commission Meeting of March 20, 2003

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 20, 2003

Item 2:
190 - 9th Street Improvements

"I don't remember that it was foreseen we would be spending three-quarters of a million dollars to make this building useable when we were facing the decision of whether to purchase it or not.

It is of some concern where we are getting that money. First of all, we are in a relative budget crunch and we are actually spending almost $150,000 of operating budget. It is openly admitted by the City Librarian that this is in effect saving bond funds. That means you are looking book lovers in the eye and saying that this is a higher priority than book purchases. You are looking library pages in the eye and saying that this is more important than their benefits.

We are taking money out of the second floor bridge project as if it were the library's slush fund and the commission never took a decision to abandon that project."

Minutes of the regular Commission Meeting of March 20, 2003

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 20, 2003

Item 3:
Library 1003/04 Budget

"No one is suggesting that these are simple issues. This was discussed at the last meeting and one of the things that was challenged was the staff intra-net study for $50,000. The City Librarian made an impassioned and effective justification for that expenditure as efficacious in promoting staff efficiency.

Now it is identified as something that can be eliminated and the funds redirected to the support services center. This reveals our priorities.

Under main A-V equipment we find the item of the Children's Creative Center replacing antiquated equipment has been removed by the flat-screen monitors for the commission remain.

The point is that all of these items are on the block because you are saving bond funds, contingency funds and Foundation funds. Most of this money you would not even have if you had not told the public the priority is books and hours ."

Minutes of the regular Commission Meeting of March 20, 2003

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 20, 2003

Item 4:
Excelsior Branch Design Review

"Under comments from audience heading there are no comments from the anonymous citizen. The explanation is in parentheses where it says 'on design only.' If we look at the top of that page we see Hillary Gitelman is quoted as lauding the careful process. The anonymous citizen made a number of very specific comments to contradict that. It seems unfair to quote the planner's self-serving comments but not quote the citizen who contradicts them. But no one ever accused you of being fair.

The anonymous citizen also made comments that advocated books by noting the evisceration of the previous community meeting minutes. This evisceration confirms the criticism that was made at the time.

Mr. Warfield commented on the reduced book space, reference desk and reading tables. His comments were also eviscerated.

Thus, you avoid issues that you don't wish to deal with."

Minutes of the regular Commission Meeting of March 20, 2003
Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 20, 2003

Item 5:
Public Comment

"'The big lie' is a lengthy subject.

The American Library Association came up for minimum criteria for book collections and that sort of thing in the late seventies and found themselves under fire for the political ramifications. The criteria were soon abandoned for the reasons you have been discussing.

It has to do with the big lie which is that you tell the public library is the House of the Book. But as soon as you have the public's money you hire a consultant to tell you that a branch is better with fewer books.

There are considerations of efficiency and appropriateness, but it still comes down to a service to the public that you should be accountable for.

The entire issue of accountability is there precisely because it calls your aristocracy into question. That is why we have never had an accounting of the Fuhrman Fund."

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum - Revised

To: Library Commission

From: Susan Hildreth, City Librarian

Re: 190 9th Street Improvements

Date: March 19, 2003

As you are aware, the Library has purchased 190 9th St. to serve as the Support Services Center where Technical Services and other non-public functions will be housed. On July 18, 2002, the Commission authorized a Letter of Intent for the purchase. On September 19, 2002, the Commission recommended approval of a purchase and sale agreement to the Board of Supervisors. The purchase was closed in late November. JUMA, a tenant in the building, has left. The City's Employee Relations Department is currently occupying the building on a short-term basis for labor negotiations. They should vacate the building by June 30, 2003.

In the September 2002 report, staff informed the Commission that some modifications to the building would be required, specifically the creation of a loading dock. Library staff has been working closely with Philip Sowers, Bureau of Architecture (BOA), Department of Public Works, to estimate the scope and costs of improvements for the Support Services Center so that staff can function effectively in that building. We have completed our initial work and wanted to review that work with the Commission. Please see the attached memo from Philip Sowers.

The primary modifications needed in the facility are as follows:

- Creation of a loading dock on Washburn Alley in the rear of the building
- Renovations to the1st floor to facilitate access to the loading dock and to remove existing partitions so that the materials receiving function can be housed efficiently
- Reconfigurations of existing office landscape furniture and construction of a small number of new work areas/offices on the 2nd and 3rd floors

BOA will be responsible for overall construction management and design of exterior improvements. Tom Elliot Fisch (TEF) will be responsible for all interior design services. TEF is designing the tenant improvements for the new Glen Park Branch and is partnering with Field/Paoli to provide the design services for the Marina Branch Library renovation. We plan to have schematic design completed by late spring, with construction occurring in the fall, and occupancy by the Library in late 2003 or early 2004.

Costs for the modification are outlined below:

• Project Management and Design		$191,660
BOA -	$106,230	
TEF -	$85,430	
• Construction (estimated)		$534,400
Loading dock -	$200,000	
Renovations -	$200,000	
Furnishings -	$80,000	
Permits/ Contingency	$54,400	
Total costs for project		$726,060

We have expended all monies in the Branch Library Improvement Program allocated for this project ($8,626,000). The building purchase price was $8,500,000 and other costs included fees for real estate assistance, appraisal, title insurance and closing. We are dedicated to insuring that total project modifications and design costs do not exceed the above-noted total of $726,060. We recommend funding this project from two sources:

• Library Improvement Fund	$577,408
• 2003/04 Library Operating Budget	$148,652
Total	$726,060

We will review the 2003/04 Operating Budget in the next agenda item. In this item, we are recommending that the Commission reallocate $577,408 from funds appropriated for the 2nd floor bridge project to support the cited improvements for the Support Services Center. Here is a review of actions that the Commission has taken regarding funds appropriated for the 2nd floor bridge project:

2nd Floor Bridge appropriated in FY 2001/02	$810,000
12/19/02 reallocation – POE Phase I improvements	($132,592)
2/4/03 reallocation for POE Signage Fabrication	$100,000)
Balance remaining in 2nd Floor Bridge project	$577,408

We have been advised by the Controller that redirection of these funds can be accomplished by an action of the Library Commission with a subsequent notification to the Capital Improvement Advisory Committee.

The Library Improvement Fund has an unappropriated balance of $1,337,130 and will be recommended for allocation for future POE projects for the Main Library, particularly the completion of the 1st floor improvements upon relocation of Technical Services to the Support Services Center.

Attachment

City and County of San Francisco

Willie Lewis Brown, Jr., Mayor
Edwin M. Lee, Director

(415) 557 4700
FAX (415) 557-4701
http://www.sfdpw.com

Department of Public Works
Bureau of Architecture
30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102-6028

Mark Dorian, Bureau Manager

DATE : March 17, 2003

Mr. Paul Underwood
Deputy Chief Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94103

Subject: Proposal for Design and Project Management for Renovation of 190 Ninth Street, DPW Project No.6270A

Dear Mr. Underwood:

The Bureau of Architecture is pleased to present the following proposal for design and project management services for renovation of the San Francisco Public Library Service Center at 190 Ninth Street.

Project Description:

The project consists of modifications to the existing building to accommodate the program requirements of the technical services. The exterior modification consists of the construction of an approximately 300 square foot addition on the Washburn Alley side of the building. The addition will house a loading dock sized to accommodate 13'6" high trucks and will contain an adjustable height loading platform. The interior work consists of modifications to the existing office layouts. The most extensive work will be done on the first floor where existing partitions will be removed to create large book receiving and processing areas. Some new partitions may be required on this floor. The work on the second and third floors consists of the construction of new partitions to create a small number of additional private offices and the reconfiguring of existing freestanding office cubicles.

Project Team:

The members of the project team and their respective duties are listed below:

Bureau of Architecture (BOA)

1. Project manager for the procurement of the services of consultants from the Bureau of Engineering and the private sector.
2. Design and prepare construction documents for the loading dock and any incidental work that is located to the exterior of the building.
3. Coordinate the work of the consultants.
4. Provide independent quality assurance checking of the work of the BOA and the consultants
4. Prepare bidding package for project, advertise for bids and award the construction contract.
5. Provide construction administration for the loading dock and coordinate construction administration services of the consultants.

Tom Elliot Fisch (TEF)

1. Provide interior design services for the renovation of floors 1, 2 and 3 of the building as delineated in Attachment A.
2. Retain the services of electrical, mechanical, cost estimator and specifications consultants as required for the completion of the interior renovation plans.
3. Prepare interior design drawings and specifications for inclusion in the bidding package that is prepared by BOA.
4. Provide assistance during the bidding phase of the project to answer RFI's that are submitted pertaining to the interiors portion of the work.
5. Provide construction administration services for the interiors work.

Bureau of Engineering Structural Section:

1. Provide engineering services for the structural design and preparation of construction documents for the loading dock addition.
2. Provide construction support for the structural work.

Bureau of Engineering Electrical Section:

1. Provide engineering services for the electrical design and preparation of construction documents for the loading dock.
2. Provide construction support for the electrical work

Bureau of Construction Management

1. Provide contract preparation services for bidding.
2. Provide construction management services.
3. Provide construction inspection services.
4. Monitor contractor's payroll and HRC compliance

Schedule:

The schedule below is based upon a start date of March 17. The construction period of 20 weeks was calculated using the assumption that the project utilizes materials and furnishings that require lead times of approximately 12 weeks.

Phase	Duration	End Date
Schematic design:	8 weeks	May 12
Construction Documents and Cost estimate	8 weeks	July 7
Bidding and Award	10 weeks	August 18
Construction	20 weeks	December 8

Fees:

The fee schedule below is a summary of the fees of BOA and the consultants. Please refer to the attached documents for more detail.

BOA Project Management	11,800
DPW Basic A&E Services for Design and Construction	59,430
BCM Construction Management	25,000
Tom Elliot Fisch Interior Design and Construction Admin.	86,330
Reproduction / Bidding	9,100
Total	$191,660

Construction Budget:

The cost of the loading dock is based upon the schematic design that was developed for the project. TEF was unable to estimate the cost of interior construction and furniture purchase, so I have included allowances for that portion of the work.

Loading Dock	200,000
Interior Modifications	200,000
Building Permit	6,400
Furniture Rearrangement and new parts	80,000
Contingency, 10%	48,000
Total	$534,400

Please review this letter and the attached documentation to determine if this proposal meets your requirements for design and management services. If you have any questions, you can contact me at 557-4778.

Sincerely,

Philip Sowers
Senior Architect

Enclosures: BOA Fee Calculation, BOE Structural Fee Proposal, TEF Proposal, Project Budget

c: File

Project: Library Technical Services

Date: 3/12/2003

Location: 190 Ninth Street

	Costl			Remarks
TOTAL PROGRAM BUDGET			726,060	
1. CONSTRUCTION, PURCHASE, & INSTALLATION			534,400	
1.1 Principal Construction Contract		440,000		
1.1.1 Contract Award Amount	400,000			
Loading Dock	200,000			
Interior renovations	200,000			Allowance
1.1.2 Construction Contingency	40,000			@10% of Const Cost.
1.2 Building Permit		6,400		2% of Const. And TI Contracts
1.3 Furniture/Equipment/Telecommunications/Computers		88,000		
1.5.1 Furnishings Contract Award Amount	80,000			Allowance
1.5.2 Furnishings and Equipment Construction Contingency	8,000			
2. PROJECT CONTROL AND DESIGN			191,660	
2.2 BOA PROJECT CONTROL AND DESIGN		105,330		
2.2.0 Project Management	11,800			AE0
2.3 DPW PROJECT MANAGEMENT		11,800		
2.3.0 Project Management	11,800			
2.5 A/E SERVICES			179,860	
2.5.1 Basic A/E Services	59,430			BOA and BOE
2.5.1.1 Basic A/E Design	49,430			Design Services and Contract Documents
Architecture	33,450			AE1-AE2
Structural	12,980			
electrical	3,000			
2.5.1.2 Basic A/E Construction Admin.	10,000			1/2 day / week 5 mo. (100 hr)
2.5.2 Construction Management, & Related Services		25,000		BCM
2.5.2.0 Payroll and HRC compliance monitoring	2,500			$500 pemonth
2.5.2.1 Design-&-Bid-Phase CM Services	2,500			
2.5.2.2 Construction Management/Inspection	15,000			2hr. Per day 3 mo. (130 hr.)
2.5.2.4 Materials Testing and Inspection	5,000			As needed Consultant
2.5.3 Bidding		9,100		
2.5.3.1 Reproduction allowance	5,000			
2.5.3.2 Addendum/RFI Processing	4,100			Not required
2.5.4 TOM ELIOT FISCH DESIGN		86,330		Tom Elliot Fisch
2.5.4.18 Interior Design	33,085			
2.5.4.22 Furniture selection, documentation & installation	28,735			
2.5.4.24 Detailed Cost Estimates	5,750			Consultant 2 phases
2.5.4.25 Structural engineer	4,000			
2.5.4.26 Structural Testing	2,000			
2.5.4.27 Mechanical engineer	5,560			
2.5.4.28 Electrical engineer	2,500			
2.5.34.29 Specifications	2,200			
2.5 4.30 Reproduction	2.500			

190 -9TH STREET IMPROVEMENTS NOTES

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission
From: Susan Hildreth, City Librarian
Re: Modification of Budget Change Proposals for 2003/04 Budget
Date: March 17, 2003

Two significant funding needs have come to my attention since the Commission took action on proposed 2003/04 budget change proposals on March 4, 2003. One of these needs was identified in the previous agenda item - $148,652 for modifications to the Support Services Center. The second significant need, $50,000, would support assistance in procuring furniture, fixtures and equipment (FFE) for the first phase projects in the Branch Library Improvement Program.

The Library has completed a request for proposal process for interior design services to set furniture design standards and provide interior design services for the Branch Bond Program. Kwan-Henmi was selected from this process; and the Library is currently negotiating a contract with Kwan-Henmi for these services, which will be supported by funding from the Branch Library Improvement Program. Kwan-Henmi was also asked to provide assistance in the FFE procurement process.

As a reminder, FFE cannot be purchased with general obligation bond funds. As you know, the Friends & Foundation are mounting a capital campaign to raise private funds for the FFE. Although general obligation bond funds can be used for both overall FFE design standard-setting and for interior design services for specific projects, general obligation bond funds cannot be used to assist in the procurement of FFE. The Library had anticipated that general obligation bond funds might be able to be used to support procurement activity and has now been informed by the City's Bond Counsel that funds other than bond funds must be used to support the procurement activity.

Although Friends & Foundation are raising funds for FFE, they will not be procuring the FFE. The funds that are raised will be given to the City for purposes of FFE purchases; and all City procedures and regulations will be followed in making these purchases. Although Martin Gomez and I are discussing possible support from the Branch Capital Campaign for FFE procurement, it is not available at this early stage of the campaign.

The Library has identified existing Library staff who can manage the procurement process, with the assistance of City purchasing staff, yet the specific nature of the FFE and the volume of the purchases is such that we are recommending that Library staff obtain specialized advice and consultation of Kwan-Henmi for this significant procurement process. We anticipate bundling at least 6 projects in the first phase of procurement, which would result in a package of approximately $3 million. The contract that Kwan-Henmi will have in place for the bond program can be modified to include these services. Please see the attached memo from Sylvia Kwan, Kwan-Henmi, outlining the proposed services.

Therefore, we have identified a critical need for $198,652 that takes precedence over several of the enhancements that you approved on March 4, 2003. We propose to redirect funding from the following projects to support this need:

Express Checkouts	$31,500
(Reduce from 3 to 2 units)	
Security System Upgrade	$60,000
Digital Camera	$3,652
(Balance available $2,858)	
Main AV Equipment	$33,500
Operations increase	$20,000
Staff Intranet study	$50,000
Total	$198,652

We hope that we will be able to fund some of these initiatives from other allocations in the 2003/04 operating budget. Since I was not able to present the City Librarian's report at the March 4, 2003, meeting, I did not have the opportunity to inform you of the generous $1 million bequest from the estate of Phyllis Wattis to the Friends & Foundation to establish the "Phyllis C. Wattis Fund for the Main Library". The earnings from this fund will be designated for the general purposes of the Main Library including, but not limited to, the acquisitions of books, maintenance and capital improvements. We would anticipate using some of these funds, when available, for some of the needs that we have identified and not been able to fund for the Main Library.

If the Commission approves this redirection, the budget change proposals would be modified to include two new projects:

Improvements to 190 9th St.	$148,652
Branch FFE procurement	$50,000

These redirections do not change the Budget Change Proposal totals. The Mayor's Budget Office has not yet closed the budget so these modifications could be made but we do need action on this item at the March 20th meeting. Also, the Capital Improvement Plan for 2003/04 would be modified. We currently have $200,000 allocated for facility maintenance; and this amount would be increased by $148,652 for a total of $348,652.

Attachments

AT[illegible]MENT A

LIBRARY
FY 2003-04 BUDGET CHANGE PROPOSALS (REVISED)

Priority	DIVISION	TITLE	DESCRIPTION	FTE	Personal Services	Operating Expense	Total
1	Systemwide	Convert 3602 Library Page with Benefits to Permanent Civil Service Status	Convert 70 Library Page positions from Temporary PTAN or provisional status to Permanent Civil Service status Incumbants in these positions receive health and retirement benefits and conversion is necessary in order for these staff to continue receiving benefits	2 89	$ 172,650	$ -	$ 172,650
2	IRMO	Book Budget Increase	Increase book budget commensurate with increase in revenue (3%)	0 00	$ -	$ 182,000	$ 182,000
3	Main	Maintenance and supplies for Public Copy and Print Program	Supplies for the Public Copy and Print Program Includes paper, toner, and maintenance of copiers and printers. Opportunity funds used in the current year to cover supplies; copiers and printers under warrenty the first year	0.00	$ -	$ 33,000	$ 33,000
4	Systemwide	**Support Services Center Modifications**	**Construction of loading dock, modifications to 1st floor to accommodate shipping, receiving, and temporary storage of materials, and reconfiguration of of existing offices and construction of new work areas on the 2nd and 3rd floors. Total project costs $726,060 -- $148,652 from LPF and $577,408 from the Library Improvement Fund (balance of funds appropriated for construction of a 2nd floor bridgeway in the Main Library).**	0.00	$ -	$ 148,652	$ 148,652
5	Systemwide	**FF&E Procurement Consultation (Branch Bond Program)**	**Services provided by Kwam-Henmi for assistance in procuring FF&E for Phase I projects. Contract for developing furniture design standards and procurement being negotiated with Kwam-Henmi following an RFP process. Bond funds cannot be used to assist in procurement of furnishings. Funds would be used to support this service.**	0.00	$ -	$ 50,000	$ 50,000
6	Operations	190 9th St	Custodian for Support Services Center at 190 9th Street. Building purchased November 2002 to serve as systemwide support center is 3 floors with approx. 45,000 sf.	1 00	$ 37,167	$ -	$ 37,167
7	Main	Collection Agency	Funds to contract with Unique Management to pursue materials borrowed but not returned. Requires enactment of a new $10 Collection Management Fee, $8 95 of which would be paid to Unique Management to cover the cost of the contract. Program is cost neutral Experience of other libraries using Unique Managment's services is 65% recovery of materials and fines due.	0.00	$ -	$ 70,000	$ 70,000
8	Branch	**Equipment Purchase - Express Checkout Machines**	**One-time funding to purchase two express checkout machines for installation at Mission and Anza Branch Libraries. Each unit costs $31,500 which includes site license and maintenance.**	0.00	$ -	$ 63,000	$ 63,000
9	IRMO	Redistribution of Supplies	Augment funds used to purchase materials and supplies for the Redistribution Program (donation of books taken out of circulation to other public benefit organizations). Items include pallets, boxes, wrapping tape & other supplies, postage and shipping, and a box lifter/pallet jack	0 00	$ -	$ 1,500	$ 1,500
10	Children	Media Center Display Furniture	One-time expenditure to purchase 4 media display units for Children's programming.	0.00	$ -	$ 5,642	$ 5,642
11	Public Affairs	**Equipment Purchase - Digital Still Photo Camera**	**One-time funding to purchase a professional grade digital camera needed for publicity photos for programs and exhitits, constuction documents, and trade publications.**	0.00	$ -	$ 2,858	$ 2,858
12	Public Affairs	Equipment Purchase - 18 inch flat screen LCD computer monitors	One-time funding to purchase three 18-inch flat screen LCD computer monitors to replace salvaged CRT terminals currently used for Commission meetings.	0 00	$ -	$ 2,550	$ 2,550
	TOTAL PROPOSED			3.89	$ 209,817	$ 559,202	$ 769,019
	One-time Costs				$ -	$ 194,202	$ 194,202
	Permanent/Ongoing				$ 209,817	$ 365,000	$ 574,817

(Approved by Library Commission 3/4/03)

Priority	DIVISION	TITLE	DESCRIPTION	FTE	Personal-Services	Operating Expense	Total
1	Systemwide	Convert 3602 Library Page with Benefits to Permanent Civil Service Status	Convert 70 Library Page positions from Temporary PTAN or provisional status to Permanent Civil Service status. Incumbants in these positions receive health and retirement benefits and conversion is necessary in order for these staff to continue receiving benefits	2.89	$ 172,650	$ -	$ 172,650
2	IRMO	Book Budget Increase	Increase book budget commensurate with increase in revenue (3%)	0.00	$ -	$ 182,000	$ 182,000
3	Main	Maintenance and supplies for Public Copy and Print Program	Supplies for the Public Copy and Print Program. Includes paper, toner, and maintenance of copiers and printers. Opportunity funds used in the current year to cover supplies; copiers and printers under warrenty the first year	0.00	$ -	$ 33,000	$ 33,000
4	Operations	190 9th St	Custodian for Support Services Center at 190 9th Street. Building purchased November 2002 to serve as systemwide support center is 3 floors with approx. 45,000 sf.	1.00	$ 37,167	$ -	$ 37,167
5	Main	Collection Agency	Funds to contract with Unique Management to pursue materials borrowed but not returned. Requires enactment of a new $10 Collection Management Fee, $8.95 of which would be paid to Unique Management to cover the cost of the contract. Program is cost neutral. Experience of other libraries using Unique Managment's services is 65% recovery of materials and fines due	0.00	$ -	$ 70,000	$ 70,000
6	Operations	Operational Costs	Increase in scavenger services ($10,000), rental of custodial uniforms, mat cleaning, and tools ($5,000), and building maintenance supplies ($5000).	0.00	$ -	$ 20,000	$ 20,000
7	IRMO	Redistribution of Supplies	Augment funds used to purchase materials and supplies for the Redistribution Program (donation of books taken out of circulation to other public benefit organizations). Items include pallets, boxes, wrapping tape & other supplies; postage and shipping, and a box lifter/pallet jack.	0.00	$ -	$ 1,500	$ 1,500
8	Branch	Equipment Purchase - Express Checkout Machines	One-time funding to purchase three express checkout machines for installation at Mission, Ortega, and Anza Branch Libraries. Each unit costs $31,500 which includes site license and maintenance.	0.00	$ -	$ 94,500	$ 94,500
9	Operations	Security System Upgrade	One-time funding to retrofit and upgrade the Main Library's security system. Includes improvements and expansion of the camera surveilance system and interface with the building alarm system; to upgrade the monitoring and information storage to a digital system; and, to incorporate the staff badgin system into the existing security system.	0.00		$ 60,000	$ 60,000
10	Children	Media Center Display Furniture	One-time expenditure to purchase 4 media display units for Children's programming.	0.00	$ -	$ 5,642	$ 5,642
11	IRMO	Staff Usability	One-time contract funds to conduct a usability study of the Library's intranet system. The system (StaffNet) provides a centralized repository for Library public service and operational policies, procedures, forms and other information used by staff to conduct business and provide service. The system has developed in an ad hoc fashion, is not as effective as it can be, and the study will facilitate improvements in sytem content and use.	0.00	$ -	$ 50,000	$ 50,000
12	Public Affairs	Equipment Purchase - Digital Still Photo Camera	One-time funding to purchase a professional grade digital camera needed for publicity photos for programs and exhitits, constuction documents, and trade publications.	0.00	$ -	$ 6,510	$ 6,510
13	Public Affairs	Equipment Purchase - 18 inch flat screen LCD computer monitors	One-time funding to purchase three 18-inch flat screen LCD computer monitors to replace salvaged CRT terminals currently used for Commission meetings	0.00	$ -	$ 2,550	$ 2,550
14	Public Affairs	Main Library A/V Equipment Refreshment	One-time funding to upgrade and replace antiquated A/V equipment in the Children's Creative Center ($17,500) and the Stong Conference Room ($16,000). Equipment to be purchased includes DLP projectors and a DVD player. Also includes funds to upgrade computer/projector interface components and reporgam A/V system remote controls to operate the projectors.	0.00	$ -	$ 33,500	$ 33,500
	TOTAL PROPOSED			3.89	$ 209,817	$ 559,202	$ 769,019
	One-time Costs				$ -	$ 252,702	$ 252,702
	Permanent/Ongoing				$ 209,817	$ 306,500	$ 516,317

Filename=BCC Summary (Budget Proposals (Approved))

KwanHenmi
ARCHITECTURE/PLANNING

Memo

date March 14, 2003
project **SF Branch Library Improvement Program (BLIP)**
KH project no. **MC03.02**
prepared by Sylvia Kwan
Subject Scope of Services & Fee for Procurement

To	From
Susan Hildreth, City Librarian	Sylvia Kwan, Kwan Henmi.Marie Fisher.Assoc. (KHMF)

Cc: Marilyn Thompson, Marie Fisher

Here is the scope of services for the procurement process, per our discussion of last week and my conversation with Robin Burgstahler of SFPL today.

1. Develop procurement process with Robin Burgstahler, to coordinate between her past projects and our proposed methodology.
2. Develop RFQ and RFP forms for vendors.
3. Assist SFPL with modification of Dept of Purchasing forms.
4. Assist SFPL with review of prequalification, proposal, and purchasing process for each of 6 procurement packages.

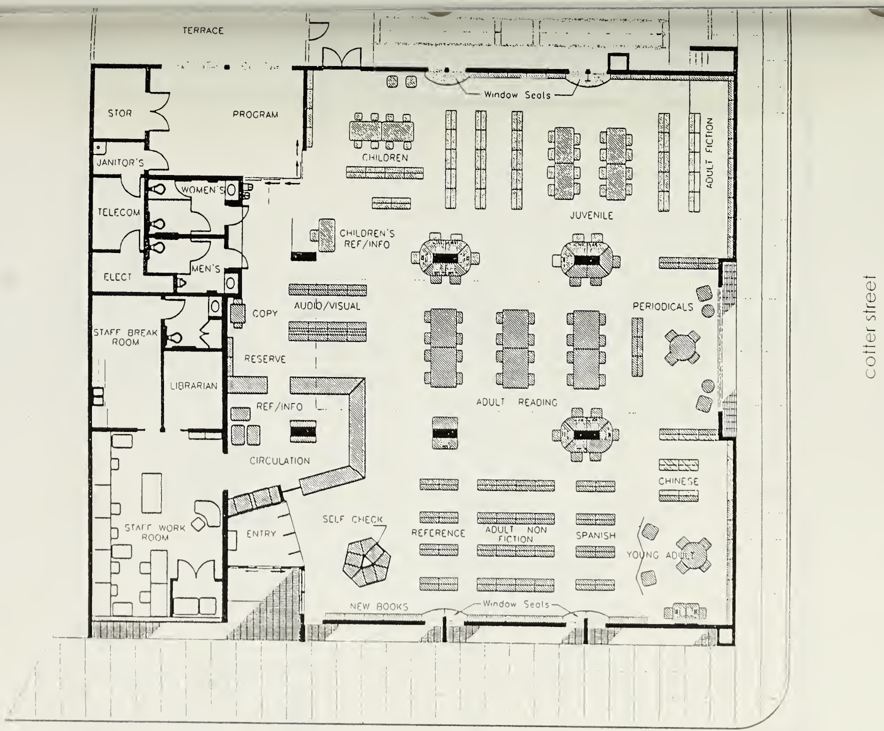
For the above scope, our fee will be on an hourly basis not to exceed Fifty Thousand Dollars ($50,000.00).

Additional Services:

If requested, KHMF will provide full service during one procurement package cycle in order to develop a standard process for future packages. Fees for that will be submitted upon request.

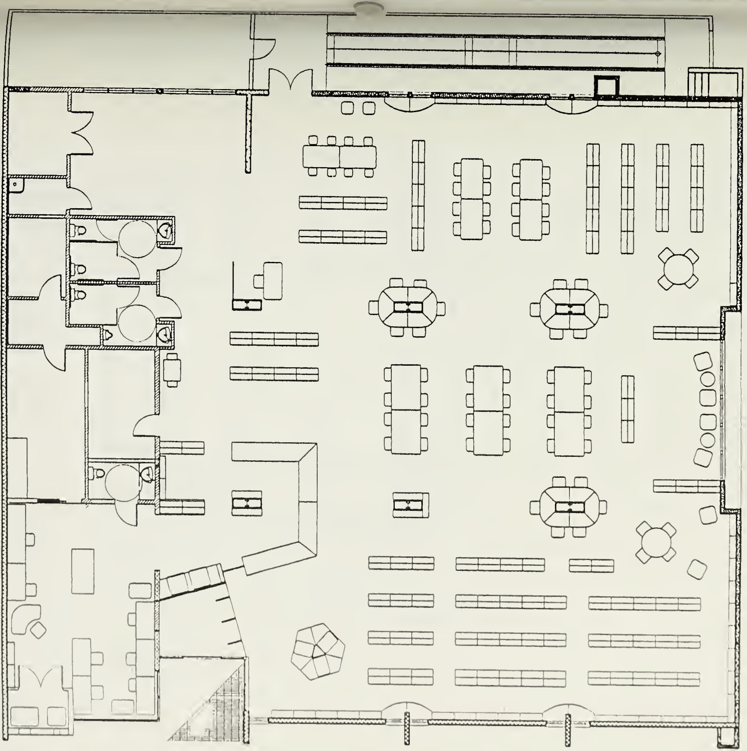
Our understanding is that this memo will serve as information only. Our basic services contract will be modified in the next fiscal year, when these funds become available.

KH San Francisco 1 Beach Street • Suite 103 • San Francisco CA 94133 • T: 415.777.4770 • F: 415.777.5102
KH Oakland 1425 Clay Street • Oakland CA 94612 • T: 510.986.8888 • F: 510.986.8870
www.kwanhenmi.com



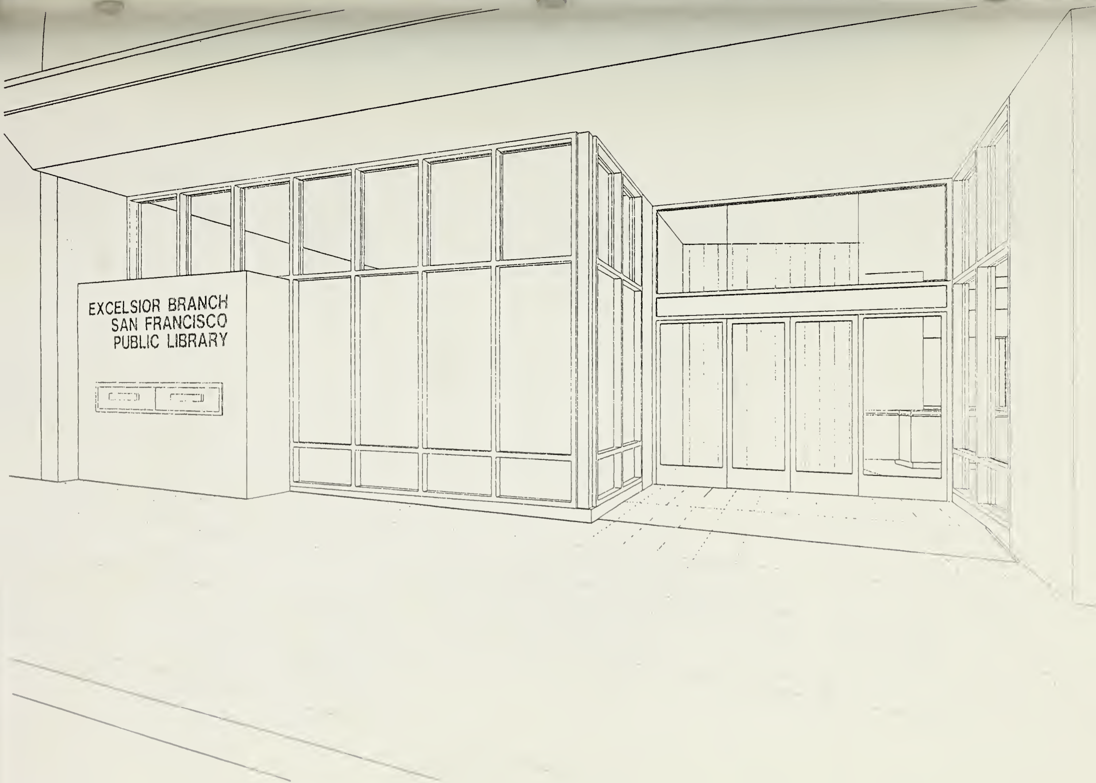
2/20/03

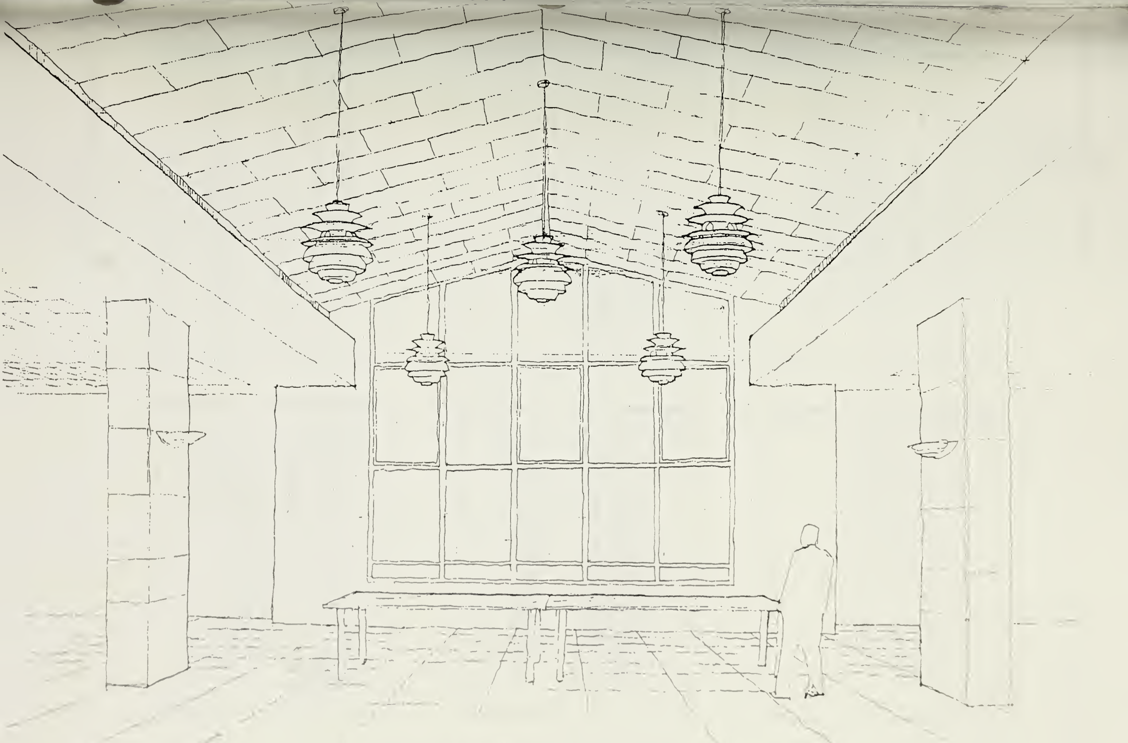
Excelsior Branch Library



REVISED SHELVING PLAN

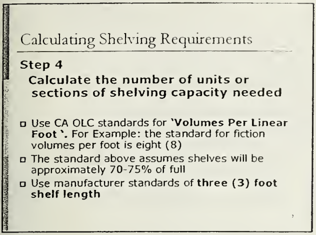
Faneuil Branch Library


EXCELSIOR BRANCH
SAN FRANCISCO
PUBLIC LIBRARY



Excelsior Branch Library

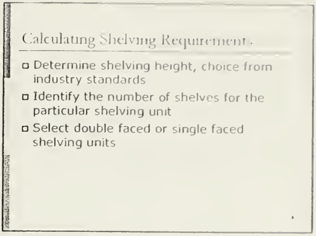
NORTH WALL . READING ROOM



Calculating Shelving Requirements

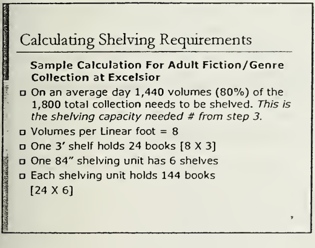
Step 4
Calculate the number of units or sections of shelving capacity needed

- Use CA OLC standards for **'Volumes Per Linear Foot '.** For Example: the standard for fiction volumes per foot is eight (8)
- The standard above assumes shelves will be approximately 70-75% of full
- Use manufacturer standards of **three (3) foot shelf length**



Calculating Shelving Requirements

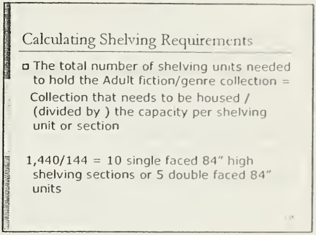
- Determine shelving height, choice from industry standards
- Identify the number of shelves for the particular shelving unit
- Select double faced or single faced shelving units



Calculating Shelving Requirements

Sample Calculation For Adult Fiction/Genre Collection at Excelsior

- On an average day 1,440 volumes (80%) of the 1,800 total collection needs to be shelved. *This is the shelving capacity needed # from step 3.*
- Volumes per Linear foot = 8
- One 3' shelf holds 24 books [8 X 3]
- One 84" shelving unit has 6 shelves
- Each shelving unit holds 144 books [24 X 6]

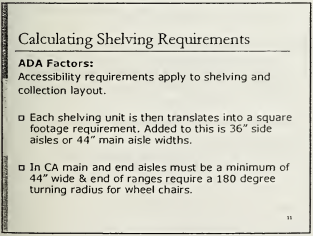


Calculating Shelving Requirements

- The total number of shelving units needed to hold the Adult fiction/genre collection =

Collection that needs to be housed / (divided by) the capacity per shelving unit or section

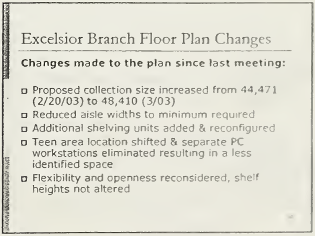
1,440/144 = 10 single faced 84" high shelving sections or 5 double faced 84" units



Calculating Shelving Requirements

ADA Factors:
Accessibility requirements apply to shelving and collection layout.

- Each shelving unit is then translates into a square footage requirement. Added to this is 36" side aisles or 44" main aisle widths.
- In CA main and end aisles must be a minimum of 44" wide & end of ranges require a 180 degree turning radius for wheel chairs.



Excelsior Branch Floor Plan Changes

Changes made to the plan since last meeting:

- Proposed collection size increased from 44,471 (2/20/03) to 48,410 (3/03)
- Reduced aisle widths to minimum required
- Additional shelving units added & reconfigured
- Teen area location shifted & separate PC workstations eliminated resulting in a less identified space
- Flexibility and openness reconsidered, shelf heights not altered

Planning Decisions

Considerations in evaluating layout options:

- Sight lines
- Traffic patterns and user accessibility
- ADA requirements
- High use areas are visible from the entry
- Meets the 'Building Program'

Planning Decisions

STEP 1

Determine the collection size

- Collections are NOT Static!
- Statistical reports showing holdings in the online catalog are a snapshot in time.
- Collection management is ongoing – material is added and withdrawn almost daily.
- Use patterns fluctuate.

Collection Allocation

Components In Determining the Total Collection Size

- Identify collection types & formats
- Breakdown by adult, young adult, children
- Sizes of sub-collections
- Identify special collections
- Evaluate current circulation data and project use based on needs assessment

Calculating Shelving Requirements

STEP 2

Identify standards & methods. Will be using:

- CA State Library, Office of Library Construction (OLC), LIBRIS Design Program
- Catalogs and specifications from library shelving vendors
- Professional literature

Calculating Shelving Requirements

STEP 3

Determine 'total shelving capacity needed'

- Estimate the % of the collection that is checked out versus on the shelf during the majority of time. *Remember, collection use fluctuates so this is a best estimate.*
- For example: Last August at the Excelsior Branch 79.40% of the adult fiction collection was on the shelf & 20.60% was checked out. LIBRIS Design uses 75% on the shelf as the default in calculating adult fiction shelving.
- Apply the formula:
  Collection size X % of items on shelf = shelving capacity needed

Calculating Shelving Requirements

Sample Calculation For Proposed Adult Fiction/Genre Collection at Excelsior

- Projected collection size of 1,800 books
- Assume 80% on shelf
- 1,800 X 80% = 1,440 book shelving capacity needed

BRANCH LIBRARY
IMPROVEMENT PROGRAM

City & County of San Francisco
Branch Library Improvement Program

Willie Lewis Brown, Jr., Mayor
Susan Hildreth, City Librarian
Edwin M. Lee, Director of Public Works

Excelsior Design Review Comments & Responses
Presentation February 20, 2003
Responses March 20, 2003

Comments by Peer Panel--

Bryant Rice (Interior Designer):

- Relocation of the Program Room and its connection to the terrace is good
- Revision of the Circulation counter makes it more prominent
- Furniture layout allows multiple uses in different spaces
- Central ceiling gable is the most important/strongest feature and gives the building character
- Likes wood ceilings but suggested that the patterns on the panels may detract from the ceiling – suggested a simpler treatment
- Suggested increasing the size/scale of the light fixtures
- Suggested mounting the light fixtures in the center of the gable from the ridge beam
- Suggested adding or revising lighting in soffits on exterior to enhance front elevation – also look at fenestration
- Though the furniture hasn't been decided, suggested playful furniture in the periodical section to create a café look
- Found overall plan a good improvement

David Hobstetter (Architect):

- Suggested improving the exterior to make the building more visibly transparent
- Disliked the extension of the proposed staff office space and suggested angling the staff space back
- Suggested creating a stronger entry statement
- Suggested more glass at the entry way, similar to gable windows
- Suggested popping up the corner wall near entrance to create a marquee effect
- Recommended a simple palette of colors in keeping with the 60's period architecture of the building
- Recommended attention to the window treatment noting that square bay windows are more visually accessible

Hillary Gittleman (Urban Planner):

- Found the design good and lauded the careful process used to gather input into the design
- Suggested that the Mission Street façade needed more attention
- Recommended strengthening the front door/façade elements
- Suggested more glazing in the staff corner
- Recommended playing to the rhythm of the existing building
- Suggested taking grid from the Cotter St. bay window and using it as a reference point for Mission St. elevation
- Found the proposed rear designs with more glass and sliding doors successful

Comments by audience (on design only):

David Hooper (Excelsior resident):

- Noted that moving the staff workroom could reduce wall space
- Felt that he could do without the window seating and suggested if done that the bottom glass be opaque
- Appreciated the proposed improvements in the entry area and called attention to the noise levels from Mission Street suggesting double doors to reduce noise
- Noted that the staff room needs privacy

Ed Regan:

- Asked for the addition of a pamphlet room

Tony Sacco (President, New Mission Terrace Association):

- Found the proposed layout good
- Expressed his strong belief that libraries are for books and any reduction of books is unacceptable
- Urged that computers not be added to the branch in place of books

Rebecca Silverberg (Excelsior District Improvement Association):

- Recommended against lengthening the windows in the staff area
- Urged greater efforts be made to keep noise levels down from Mission Street

Peter Warfield:

- Commented that the plan reduced book space, a reference desk, and reading tables

Comments by Commissioners (on design only):

Commissioner Steinman:

- Expressed concerns with the planned use of carpeting suggesting that hard surfaces might be more practical
- Suggested enclosing the terrace to increase program room, allowing some program room space to be used for shelving

Commissioner Chin:

- Suggested adding additional shelf height to provide more space for books

Commissioner Strobin:

- Recommended sound-reducing glazing on the windows to further reduce noise

Commissioner Coulter:

- Suggested looking at raising the height of the shelves
- Asked whether the design could have more bookshelves and fewer seats
- Suggested considering adjusting the circulating and reference collection to accommodate more books
- Requested staff investigate ways to maintain current book collection size

President Higueras:

- Recommended more work on the Mission façade to make it more celebratory
- Suggested consideration of an entrance vestibule to reduce noise from Mission St. and noted that the entry way seemed tight
- Suggested that the exterior and entry needs to be better and the façade is bunker like
- Commented that he was skeptical about the window seating and people's urge to recline
- Concerned that that the program room was hidden in the back
- Suggested turning or angling stacks differently and eliminating window seats to increase collection, also angling stacks to increase visibility
- Suggested changing location of work room away from the front of the building
- Recommended installing skylights
- Noted that the Commission wanted the Mission Street façade improved
- Noted that he would be anxious to see how the details of the conceptual design were resolved to maximize the limited space available, as well as address concerns and suggestions raised by the Peer Panel and the Commissioners

Responses by architect and library staff –

Exterior design/façade-

Summary- The Peer Panel advocated a number of ways to enhance the front elevation: simplify paint scheme, create bay windows, add more windows / transparency, add elements and/or lighting to enhance the rhythm of the bays, extend grid pattern from the Cotter Street elevation.

Response- Paint scheme has been simplified to two colors, with an accent color for the entry (to address issues below). Increasing windows or adding bay windows would decrease book stacks. Lighting in soffits along Mission Street is being replaced for energy efficiency and could be directional in order to highlight the rhythm of the bays. Grid from Cotter Street has been extended around to the entry.

Entry-

Summary- The Peer Panel advocated a stronger statement at the entry, including: more glass at staff work room, angling the wall at the entry, raising the roof over the entry (suggested by one panel member, discouraged by another). Public did not want to increase windows at staff work room and were concerned about sound entering the Library from Mission Street. Commission suggested increasing entry area, adding a vestibule, moving the staff work room, increasing visibility and celebrating the entry.

Response- The entry has been redesigned to add interest to the entire façade and celebrate the entry, without increasing construction cost by raising the roof. We have been careful to maintain staff privacy while increasing glass at the entry by adding frosted glazing. The entry area has not been increased nor has a vestibule been added, in order to preserve space for collections. Due to the raised access flooring, ramping and ADA path of travel requirements, adding a second set of doors would require more square footage for circulation, less for collections. The existing entry does not have a vestibule, the glass is single pane and the floors are tiled. To reduce sound, acoustic tile will be installed at the entry, hard surfaces on the floor will be eliminated, and all glazing will be double paned. In addition, we have located the noisy parts of the Library closest to the entry, providing quiet zones further inside. Moving the staff work room is not feasible. Our studies indicate greatest efficiency and better workflow when the staff work room has direct access to the book drop and the circulation desk.

Window seats-

Summary- The public and Commission were skeptical about the usefulness of the window seating and preferred using the space for more book shelves.

Response- Library staff advocates seating in the stacks for browsers which are heavily used in libraries where they are provided. Either loose furniture or built in window seats would allow this. The window seat area is not useable for more book shelves unless the windows are eliminated, which is not preferred or feasible.

Reading Room-

Summary- The Peer Panel advocated simplifying the ceiling panels and having fewer and larger light fixtures.

Response- Wood ceiling panels have been simplified by changing the direction of the panels and choosing a grid color to match the wood, to achieve a homogenous and warm surface treatment. Our studies and sketches justify the size, number, and proportions of the light fixtures.

Collection size/Services-

Summary - The public and some Commissioners suggested decreasing seating, reconsidering number of computers and increasing shelving height in order to increase collection size.

Response - The current branch collection size is 46,800. The proposed collection size in this revised plan is 48,410. In order to achieve this additional collection space, several modifications were made to the floor plan. The modifications included: reducing aisle width between book stacks, adding and rearranging shelving units, shifting the teen area and dedicated teen computers to the main floor area, which results in a less well-identified space for teens. We are not recommending increasing shelving height because it conflicts with our goal to create an open, welcoming space that supports self-service for users and provides some visibility for staff. The focus on actual collection size is a difficult one, because that number changes daily based on what is circulating, what new materials are coming in, what materials are being withdrawn, etc. With the 2/20/03 version of the floor plan, the volume capacity was 44,471. The flexibility and openness of the floor plan as well as the separateness of the teen area has been limited in order to provide additional space for 4,000 volumes.

Other-

Summary- The public suggested creating a pamphlet room. The Commission suggested enclosing the terrace, installing skylights, increasing visibility from entry to program room and verifying visibility with orientation of stacks.

Response- The budget cannot support enclosing terrace but this can easily be done in the future if funds become available. Also, at public meetings, residents have appreciated the improved terrace area. Pamphlets, or give-aways, will be displayed near the entry in a custom built bin or case, so as not to decrease square footage needed for collections. A display case is also provided for at the entry. Skylights are already included in the design Signage on the soffit above the program room door will be visible from the entry. The direction and height of stacks, although impeding visibility from the circulation desks, has been steadily increased and moved over the course of design in order to maximize shelf space and increase collections.

DOCUMENTS DEPT.
MAR 27 2003
SAN FRANCISCO PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, April 1, 2003
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

The meeting will be called to order.

1. APPROVAL OF THE MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of March 4, 2003.
Explanatory document: draft Minutes

2. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth — DISCUSSION
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
The City Librarian will report on the following subjects: anti-war demonstrations on the Larkin Street steps, impacts of the proposed 2003/04 State Budget, State Legislative Day activities, SFPL participation in the "Imagine it, explore it, create it" Conference, SFPL participation in the Urban Libraries Council Executive Leadership Institute, the City's proposed cell phone legislation, the publication of "Inscriptions", and exhibits and programs.

3. MAIN LIBRARY POE 1st QUARTER 2003 UPDATE — DISCUSSION
Presentation on and discussion of a 1st quarter 2003 report on Main Library Post Occupancy Evaluation projects and Phase I improvements.
Explanatory document: Main Library POE update report

4. FUHRMAN FUND UPDATE — DISCUSSION
Presentation on and discussion of a Library 03/04 Fuhrman Fund Report.
Explanatory document: 2003/04 Fuhrman Fund Report.

5. AFFINITY CENTERS UPDATE REPORT — DISCUSSION
Presentation of and discussion of reports concerning the activities of the Book Arts & Special Collections and the Filipino Affinity Centers.

AN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETINGS POLICY

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings. The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.
Michael Housh, Commission Secretary 1/21/03

6. **FRIENDS AND FOUNDATION REPORT** DISCUSSION

(This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

8. **LABOR UNION REPORT**

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. **NEW BUSINESS**

(This item is to allow Commissioners to introduce new agenda items for consideration.)

10. **PUBLIC COMMENT**

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

11. **ADJOURNMENT** (requires motion and public comment) ACTION

3/27/03 - M.Housh, Commission Secretary

Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.org/.

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, March 4, 2003

The San Francisco Public Library Commission held its regular meeting on Tuesday, March 4, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:04PM.

The following members were noted present: Commissioners Coulter, Higueras, Streets and Strobin. Commissioners Bautista, Chin, and Steiman were excused attendance.

AGENDA ITEM #1 APPROVAL OF THE FEBRUARY 4, 2003 MINUTES

Public comment on AGENDA ITEM #1 APPROVAL OF THE FEBRUARY 4, 2003 MINUTES

Anonymous member of the public found these Minutes eviscerated of meaning citing a page 7 public comment that this person felt contradicted their expression of regret concerning the staff explanation of reasons for eliminating the Easter closure of the Library and a page 11 discussion of the rationale for the Collection Recovery Program lacking any valid comparisons. Mr. Peter Warfield commented that the Minutes would be improved by a more detailed discussion of the Page issue, noting that he would prefer his page 3 comment on to emphasize that Pages were "vitally " important. Regarding the discussion of the Collection Recovery Program, Mr. Warfield criticized the use of Unique Management and questioned whether or not there would be impact on users' credit rating. Mr. Warfield additionally noted concerns about user privacy resulting from the Library's use of time-out software.

Commission discussion of AGENDA ITEM #1 APPROVAL OF THE FEBRUARY 4, 2003 MINUTES

President Higueras suggested that the anonymous member of the public's comments concerning the revision of the Holiday Closure Policy be amended to reflect their intent more clearly.

MOTION: by Commissioner Streets, seconded by Commissioner Coulter for approval of the Minutes of February 4, 2003 as amended.

ACTION: AYE 4-0 (Coulter, Higueras, Streets, and Strobin)

President Higueras announced a reordering of the meeting agenda moving Agenda Item #2 to 7th, Item #3 to 6th, Item #4 to 2nd, Item #5 to 3rd, Item #6 to 4th, and Item #7 to 5th, and the remaining items in their posted order.

AGENDA ITEM #4 LIBRARY 2003/04 BUDGET REPORT (Taken up 2nd)

Library Finance Director George Nichols provided the Commissioners with a detailed overview (copy attached of the Library's proposed 2003/04 Budget. Mr. Nichols reported that the Budget was balanced as adopted and called the Commissioners' attention to a correction to line item #57 in the contingency plan as being a Library technician I rather than a Library Technician II. Mr. Nichols then discussed the underlying fiscal crisis that resulted in new Budget Instructions from the Mayor requiring preparation and adoption of an additional 5% contingency reduction plan by all City departments and outlined the proposed additional 5% contingency reduction plan proposed by staff. The Library's Finance Director noted that these plans did not eliminate services or programs but did reduce positions and discussed what these would be. The Finance Director concluded his presentation noting that these contingency plans would only go into effect in the worst case scenario

Public comment on AGENDA ITEM #4 LIBRARY 2003/04 BUDGET REPORT

An anonymous member of the public pointed out that other City Departments faced the reality of actually making budget cuts and wondered how the interplay of revenues deriving from property taxes and General Fund sources could impact the Library in specific ways. This person suggested such a breakout report would be instructive and useful. Mr. Peter Warfield expressed disappointment that reductions in the book budget remained in the contingency plans but was glad they were not at the top of the list. Mr. Warfield additionally expressed disappointment that books and more open hours were not given greater priority in budget plans and questioned if the elimination of the Chief of IRMO position might not impact acquisition of materials. Ms. Deetje Boler noted a broader perspective on the Budget issues noting that the diversion of tax dollars to war resulted in budget cuts. She additionally called attention to her efforts in knitting a "Women's Peace Vigil" scarf of protest against war and expressed concern that the budget problems would impact the retention of older books in the collection and limit ability to replace older books.

Commission discussion of AGENDA ITEM #4 LIBRARY 2003/04 BUDGET REPORT

In response to a query by Commissioner Coulter, Mr. Nichols outlined steps taken by staff to minimize the likelihood of any reduction in the book budget. The City Librarian reported that staff had carefully considered the proposed reductions and that book budget reductions were far down on the list of things to be cut. Ms. Hildreth clarified that the proposed cut of the Chief of IRMO position resulted from its soon becoming vacant with the retirement of the current Chief, Roberto Esteves. Mr. Nichols noted that, while hopefully never implemented, this process was not just an empty exercise but provided library staff with an opportunity to understand and evaluate how to minimize public service and operational impacts, and preserve the book budget in difficult budget environment. The Finance Director noted that the proposal struck a reasoned balance and that any proposed book budget cuts were far down on the list. Commissioner Coulter emphasized his concerns with the Library's vulnerability to criticism about reductions in book budgets and expressed concern with the impact of reductions in personnel. The City Librarian noted that any reduction in the book budget was 46th on a 73 item proposed reduction list. Commissioner Coulter suggested making it last as a statement of values. In answer to a question by President Higueras, Mr. Nichols suggested that the full impact of the ongoing budget crisis might not be fully clear until September. The City Librarian reported that, when the amount of the overall City Budget shortfall becomes known, then the Library could be asked to implement the already prioritized reductions to meet an identified number. She reiterated that it was unknown when or if any of these reductions might have to be made but that a clearer picture should emerge by May. In response to a question by Commissioner Streets, the City Librarian indicated that some of the positions on the contingency reduction list were filled and some were not. Commissioner Coulter expressed regret that the Library would be losing the talents of Mr. Esteves, who had contributed so significantly during his decades of outstanding service, upon his retirement. Ms. Hildreth informed President Higueras that Mr. Esteves would retire on June 30th.

MOTION: by Commissioner Coulter, seconded by Commissioner Streets for approval of the additional 5% contingency reduction plan for the 2003/04 Library Budget as proposed.

ACTION: AYE 4-0 (Coulter, Higueras, Streets, and Strobin)

AGENDA ITEM #5 2003/04 BUDGET (taken up 3rd)

Mr. George Nichols presented the Commissioners a report (copy attached) outlining proposed augmentations to the Library's 2003/04 Budget that he identified as being much more likely to occur than the contingency reduction plan that the Commissioners had previously approved. The Library's Finance Director discussed favorable recent revenue reports prepared by the Office of the Controller that indicated that any shortfalls in City General Fund based Prop. E (Library Preservation Fund) monies were being offset by increases in revenues deriving from property taxes. Mr. Nichols called attention to a net revenue gain of $168,000 over previous estimates combined with reductions in anticipated substitution and step adjustment costs that had resulted in a $1.393 million increase over the baseline budget. Mr. Nichols additionally noted that given the economic climate salary increases were unlikely in the next year and that these facts taken together encouraged staff to recommend that the Commission approve budget change augmentations to the proposed budget. The Library Finance Director's recommended argumentations were: 1st making the already benefited Library Pages permanent: 2nd, adding $26, 000 to the Book Budget for a total $5.688 Book Budget; 3rd, a short list of BCP (budget change proposals) described in attachment C; 4th, shifting identified costs from the Library's Budget Reserve to the operating budget in order to increase the funds in the reserve to $2.3 million against future needs. Mr. Nichols called attention to funds included in the proposed changes to fund start up of the Collection Recovery Program and reiterated the details of his four proposed budget augmentations.

Public comment on AGENDA ITEM #5 2003/04 BUDGET (taken up 3rd)

An anonymous member of the public noted that funds for video monitors for use by the Commissioners were included in the budget and pointed out that the book budget paid for a

The number of members of the public who spoke anonymously at this meeting. 1

wide variety of materials rather than just for books. This individual additionally noted that that the cost of books increased each year, wondered as to how the book budget was broken down, and urged that expenditures be prioritized to reflect what needs to be done in a very complex budget. Mr. Ed Regan found the report well done but requested a clarification of the amounts of spending on books requesting total dollar figures for fiction, non-fiction, and encyclopedias. Mr. Peter Warfield thanked Commissioner Coulter for his comment on books, but found the proposed book budget puny in the overall Library Budget. Mr. Warfield suggested that other items included were not a priority. Mr. Warfield additionally decried the choice of Unique Management and the Collection Recovery Program as a mistake. Ms. Sue Cauthen, member of the Council for Neighborhood Libraries, also commended Commission Coulter's comments on books, noted that the public wanted more books, that technology was also important, and urged that expenditures be 2/3 on books and 1/3 on other materials. Ms. Deetje Boler concurred with previous speakers concerning more expenditures for books and called attention to a number of technology related items such as additional self-check out machines, security systems, media display support and a digital camera that she felt were not as high a priority. Ms. Boler noted that in some cases these items replace services provided by staff and opposed any substitution of automation for services by library employees.

Commissioner discussion of AGENDA ITEM #5 2003/04 BUDGET (taken up 3rd)

In response to questions by Commissioner Coulter, Ms. Hildreth discussed ongoing efforts to work with the City's Department of Human Resources (DHR) to expedite shifting the benefited Pages to permanent status. The City Librarian noted that the Union was still seeking additional changes that would grant all of the Pages permanent status. The City Librarian next discussed the public service benefits provided by the ever improving self-check out machines and pointed out that many library users preferred to check out their own materials. Additionally, she noted that the machines facilitated increased circulation with additional staff. Roberto Esteves, Chief of IRMO then briefly outlined proposed improvements in Staff net that would improve its usability and reduce library staff's need to replace outdated paper materials. In answer to a question by Commissioner Streets, Mr. Nichols outlined the benefits of shifting some expenditures from the Library's Budget Reserve to the Operating Budget.

MOTION: by Commissioner Strobin, seconded by Commissioner Coulter for approval of the budget change augmentations for the 2003/04 Library Budget as proposed.

ACTION: AYE 4-0 (Coulter, Higueras, Streets, and Strobin)

AGENDA ITEM #6 COLLECTION RECOVERY PROGRAM (taken up 4th)

City Librarian Susan Hildreth presented a detailed report on the proposed Collection Recovery Program (copy attached) including copies of letters of reference from other libraries that had used Unique Management to improve their materials recovery efforts as requested by Commissioners. It was noted there were no negative reports from any

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

library that had used this collection recovery program and that significantly improved levels of materials return were reported by all users. Ms. Hildreth called the Commission's attention to the approximately $600,000 in materials lost by the Library each year and recommended that the Commission act to recommend that the Board of Supervisors approve the Library charging a $10 fee to fund the cost of the collection recovery program. She then introduced Roberto Esteves, Chief of IRMO, who discussed the critical importance of getting materials returned and keeping the library's books and materials in circulation. Mr. Esteves highlighted the positive experience of other libraries in using the Unique Management collection recovery program and clarified that the library did not collect social security numbers, the principal means used to report delinquency to a credit reporting agency.

Public comment on AGENDA ITEM #6 COLLECTION RECOVERY PROGRAM (taken up 4th)

An anonymous member of the public disagreed with Mr. Esteves comments and suggested that while this person may have sympathy for the need to get materials returned this proposal would disportionately impact the poorest of the Library's users for what this person saw as very little benefit. Mr. Ed Regan expressed mixed emotions concerning this proposal noting that it was important to get materials back and inquired regarding the losses of books by category of fiction and non-fiction. Mr. Regan asked if these lost items were being checked out or just being taken. Mr. Regan also inquired if the age of the persons taking materials and not returning them was known. Mr. Peter Warfield expressed concern at the loss of books but was disappointed that other alternatives were not being considered. Mr. Warfield found this proposal to be a bad idea and suggested that some library practices could encourage loss of materials. Ms. Deetje Boler echoed the concern about the loss of books but reminded the Commissioners that the Board of Supervisors had previously rejected use of a consumer model for the library. Ms. Boler expressed the hope that shame at keeping overdue materials would encourage their return and recommended other ways be considered to solve the problem. Ms. Boler also requested information on materials checked out and not returned and those taken.

Commission discussion of AGENDA ITEM #6 COLLECTION RECOVERY PROGRAM (taken up 4th)

In response to a query by President Higueras, the City Librarian noted that children were not charged fines and that if materials were not returned their parents were contacted. In answer to questions by Commissioner Coulter, Mr. Esteves recounted some of the many positive experiences other libraries had since implementing collection recovery programs using this model. Ms. Hildreth concurred that the recovery of materials rather than generating money was the primary purpose of creating such a program and noted that the Tax Collector was legally empowered to go after those not returning materials if the Library did not institute a program to do so. In response to additional questions by Commissioner Coulter concerned at the magnitude of an annual $600,000 in materials lost to the collection, the City Librarian discussed tracking materials checked out and not returned or just missing from collections, noting that there was a combination of non-return and theft occurring. She also noted that

losses from branch collections varied. Deputy City Librarian Paul Underwood pointed out that only 13 of 26 branches had theft detection systems. Commission Streets expressed support for the program and wondered what could be done to convince the Supervisors of its necessity; suggesting that the Tax Collector's assistance be sought to gain the program's approval. Ms. Hildreth noted that all City Departments were being exhorted to take every possible step to preserve City assets in view of the ongoing budget problems.

MOTION: by Commissioner Streets, seconded Commissioner Strobin to recommend to the Board of Supervisors approval of a $10 fee to fund a collection recovery program.

ACTION: AYE 4-0 (Coulter, Higueras, Streets, and Strobin)

President Higueras called a brief recess at 5:59PM
The Commission returned to session at 6:08PM.

AGENDA ITEM #5 MAIN LIBRARY PLAQUES (taken up 5th)

Commissioner Coulter presented a brief report (copy attached) outlining the background of his proposal for a "Wall of Library Heroes" at the Larkin Street entry to the Main Library to honor citizen activists' dedication, civic spirit, and hard work that had sustained and supported San Francisco's public libraries during the past 50 years, calling particular attention to the work of the 3 M's, Marjorie Stern, Mary Louise Stong, and Margaret "Mig" Mayer. Commissioner Coulter suggested that Carlotta del Portillo's appellation "Keepers of the Dream" entitle a dedicatory Plaque accompanied by a series of plaques to be funded by the Friends & Foundation outlining the Library's colorful history from its early days to the present and leaving space for additional plaques to record future history. Commissioner Coulter then introduced Alice Beneicke of SMWM, the Main Library's Associate Architects, who presented several options for proposed designs for the plaques.

Public comment on AGENDA ITEM #5 MAIN LIBRARY PLAQUES (taken up 5th)

An anonymous member of the public commented that it was appropriate to honor citizen activists who did not give up and noted in the aftermath of the Civil War aging veterans of that struggle, as they diminished in number, came together to honor their shared past. This person also recounted a recent encounter with former Library Commissioner Ed Callanan and cited author Margaret Mitchell's observation, "Nothing is really gone with the wind, everything really comes back". Mr. Ed Regan found the proposal a good idea. Mr. Peter Warfield found the proposal a good idea in principle, liked the wording of the plague, but expressed concern that the design might interfere with what he understood to be other plans for the entry area.

Commission action on AGENDA ITEM #5 MAIN LIBRARY PLAQUES (taken up 5th)

Commissioner Coulter observed that if approved the dedicatory plague would be in place in time to honor the 3 M's at the Annual Library Laureates Dinner in April.

MOTION: by Commissioner Coulter, 2nd by Commissioner Strobin to approve the proposal to create a "Wall of Heroes" of commemorative plaques to be located in the Larkin Street entrance of the Main Library and approve the placement and design of a dedicatory plaque honoring those who made significant contributions in the decades long effort to build the new Main Library.

ACTION: AYE 4-0 (Coulter, Higueras, Streets, and Strobin)

AGENDA ITEM #3 STRATEGIC PLAN UPDATE (taken up 6th)

City Librarian Susan Hildreth presented an overview and update of Library strategic planning activity (copy attached) and detailed the next steps in this process. Ms. Hildreth then introduced Library Consultant Gail McPartland, who discussed how the PLA (Public Library Association) revised "Planning for Results" model had been adapted and applied to finding strategic planning excellence for the Library. Ms. McPartland noted that the model of excellence would be determined by the people of San Francisco and discussed the ways it could be achieved. The Library's consultant then reported on a February 19th planning meeting and discussed subsequent evaluation by staff and community focus groups to identify strengths and weakness in addressing community needs and find ways to express the shared visions that had been identified. The next planning meeting was reported scheduled for April 23 with library staff to prepare goals and agendas to meet the identified needs.

Public comment on AGENDA ITEM #3 STRATEGIC PLAN UPDATE (taken up 6th)

An anonymous member of the public remarked that the comments concerning excellence said nothing about really helping people, noting that previous Library strategic plans had been amorphous. This person suggested that any plan should be designed to benefit people, emphasize connections to community and its heritage, and evolve into measurable means of accomplishment. Ms. Marsha Popper, Council for Neighborhood Libraries, and participant in the Strategic Planning Community group, cited the dedication of those working on the plan and recommended that 13 specific services including among them cataloging acquisitions, preserving and making available materials should also be considered as the planning develops. Mr. Peter Warfield decried the absence of mention of books in the strategic planning discussions. Mr. Warfield questioned how this planning effort related to previous strategic planning and asked where those with general issues concerning the Library would have opportunity to express their concerns.

Commission discussion of AGENDA ITEM #3 STRATEGIC PLAN UPDATE (taken up 6th)

In response to questions by President Higueras, Ms. Hildreth outlined the next steps in the strategic planning process with the draft plan ready in June or July '03. The City Librarian proposed to report back to the Commission following the next planning meeting and emphasized that books were implicit in all of the discussions of materials in the services planning. Commissioner Coulter saw merit in Ms. Popper's points and suggested a more robust discussion of books. Commissioner Coulter citing the 1989 Strategic plan suggested both broad and specific goals noting that that Plan had called for efforts to see that every school child in San Francisco had a library card for example. The City Librarian pointed out that the planning efforts were focused on finding ways for staff to focus investment in serving the print and non-print needs of the public.

President Higueras announced that due to the imminent loss of its quorum at 7PM the Commission would table the remaining agenda items and go immediately to Public Comment.

AGENDA ITEM #11 PUBLIC COMMENT (taken up 7th)

An anonymous member of the public citing a comment by Commissioner Bautista concerning the Fuhrman Fund suggested that the lesson this person had learned from a decade of controversy was that the public was not entitled to an accounting. The person questioned why so many forces of capital/money, bureaucracy, and institutional defensiveness had to be overcome to achieve accountability for the Fuhrman Trust. Mr. Ed Regan recommended that libraries be open from 6AM until Midnight, seven days per week, every day of the year. Mr. Regan additionally suggested that comfortable chairs as well as tables to be used to read while standing be provided at the Main Library and in the branches. Mr. Peter Warfield thanked the commissioner and the City Librarian for their remarks concerning books and asked why the quorum was being lost at 7PM. Mr. Warfield again expressed concerns that people's credit would be damaged by the Library's use of a collection recovery program, and citing sample letters from Unique included in the agenda material questioned if individual's credit would be damaged.

Commission response to AGENDA ITEM #11 PUBLIC COMMENT (taken up 7th)

City Librarian Susan Hildreth noted that it was possible that some individuals with delinquent accounts could have information about that delinquency reported to a credit agency.

AGENDA ITEM #15 ADJOURNMENT

MOTION: by Commissioner Streets, seconded by Commissioner Strobin that the meeting be adjourned.

ACTION: AYE 4-0 (Coulter, Higueras, Streets, and Strobin)

The meeting was adjourned at 7:01PM

Michael Housh, Commission Secretary 3/18/03

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

Library Commission meeting of March 4, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Appendix A

Library Commission meeting of March 4, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 4, 2003

Item 1:
Approval of the Minutes: February 4, 2003

"I assume that there is no change in the order of the agenda.

I have finally figured out that the secretary's refusal to use singular pronouns is gender politics. He is correct that if people consistently refuse to use gender specific pronouns, eventually they will die out. There should be an annotation so that know it is not a mistake.

There are three examples of my statements being eviscerated.

Regarding the statement that few Christians resulted in less interest in honoring Easter. That is what I had understood the Assistant City Librarian to say. My comments were the opposite.

Under the collection recovery program, I was trying to make the point that there should be valid comparisons before you undertake it.

Under public comment, I was trying to summarize my twenty-eight years of attending these meetings. This is a classic example of using a collection of errors to remove any meaning."

Appendix A

Library Commission meeting of March 4, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 4, 2003

Item 3:
Library Strategic Plan Update Report

"I just want to say a few words about the description of excellence here and sit down.

We went through a strategic planning process before and one of the problems was that it was just a little too amorphous. Part of the reason can be found in what is described as the parameters of excellence.

There is nothing here about helping people. It says that excellence is local, does not depend on size and is not really achievable.

That is a description of something that is not quite there. I think we want to start out with the idea that we are going to benefit people. We are going to provide them with a connection to their history, their community, their literature and their heritage. All of those kinds of things might later be measurable.

We want to have a strategic plan that will be successful when we implement it."

Appendix A

Library Commission meeting of March 4, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 4, 2003

Item 4:
Library 2003/04 Budget

"I am chagrined that we are told this is a highly fluid situation, but we only have a memorandum that was produced two and one-half weeks ago.

I hopes this gives us serious pause due to the fact that other departments are looking at these contingency plans with a view of hard reality. The beneficial situation that the library is in is a stark contrast to other departments.

One thing that is not made specific is the interaction of baseline funds and property tax revenues. It is assumed that baseline funds are dropping and that property revenues are making up the loss. That would have been both instructive and had an impact in discussions in other fora.

I recommend that the commission ask for exactly that kind of breakout. Whether it is good news or bad news it is something that the public and you ought to be interested in."

Appendix A

Library Commission meeting of March 4, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 4, 2003

Item 5:
Library 2003/04 Budget

"Your monitors have been confiscated to dramatize the need for your new flat-screen monitors.

I am enough of a veteran to know what is referred to as the book budget here is actually the book and materials budget and represents a wide range of media. Those media increase in price at their various rates. We are increasing the book and materials budget by three percent and it is a very good year when the prices go up only that amount.

We would like to see the breakdown of those various media and what the effect of budget allocation is.

If we are buying less because the prices have gone up more than our increase, we might want to know that. We certainly might want to know that before we decide to buy new monitors for the commission to use twice a month."

Appendix A

Library Commission meeting of March 4, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 4, 2003

Item 6:
Collection Recovery Program

"I was as bowled over as everyone else by the eloquence of Mr. Esteves' comments.

Mr. Esteves spoke of two principles: One, the principle of the function of getting the books out to the readers and, second, the principle of not burdening the staff with an onerous task. I am in sympathy with those principles.

I am cognizant of a third principle of assure that all of our citizens, even the poorest among us have the same kind of access to those books and the free circulation of that information.

I believe that the primary argument against this program is that it impacts the poorest among us most dramatically and it is that differential impact which is the unacknowledged factor here.

If we look at the dollars it is a very puny benefit for what is a dramatic change in outsourcing one of the most delicate of our functions."

Appendix A

Library Commission meeting of March 4, 2003

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 4, 2003

Item 7:
Main Library Plaques

"There cannot be too many honors bestowed on an engaged citizenry who never gave up although some people regarded them as, as Commissioner Coulter says, 'a pain in the butt.'

There is a sense in which the history of the thing overpowers the issues. When I was young there were still reunions of Civil War veterans and towards the end the Confederate soldiers and the Union soldiers had mutual reunions.

Finally we are a part of the human stream of things and history teaches us all of the same lessons ultimately.

I recently bumped into Ed Callanan, who made a legendary contribution to this institution. We stopped and he said some nice things about me. They weren't true and he didn't mean them, but he was trying to be nice.

It is the engagement that is to be honored not any particular issues. So I want to add my gratitude to these honorees."

Appendix A

Library Commission meeting of March 4, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 4, 2003

Item 11:
Public Comment

"Thank you for your foresight in calling for this agenda item.

Ms. Bautista made what she must have considered an off-hand comment that the public is entitled to an accounting of the Fuhrman Fund.

I acknowledge that I have kind of run it into the ground.

The reason for my interest is precisely because the lesson of the Fuhrman Fund controversy over the period of a decade is that the public entitled to an accounting.

It would be instructive to know why that is so. Why are the forces allied against accountability able to overwhelm accountability in our society.

You are aware of my pet reasons having to do with the force of capitalism, the political influence of money and that sort of thing. But if you go a little further, you can talk about bureaucracy, institutional defensiveness, etc.

The real point is about the place of accountability in our society."

Send SCARVE/S to arrive by March 7, 2003 to:

Women's Peace Vigil
733 15th Street NW
Suite 507
Washington, DC 20005

Knit For Peace

The Women's Peace Vigil held in front of the White House since November 17, 2002 will culminate on March 8, 2003 International Women's Day, in a massive Peace March. On that day we will surround the White House and encircle it with a long PINK scarf, created from pieces made by women throughout the nation.

Please get involved! Here is what you can do:

- Form a group to knit or crochet a section of this scarf or knit your own to be joined with others in Washington D.C. Men are welcome to participate! Scarves should be pink, at least 12 inches wide and as long as possible. This is a work in progress so feel free to exercise your creativity. A group should join individual pieces of work together before bringing or sending their completed work to Washington DC. Individuals will be assisted in finding a local group to join or may send their work to the Code Pink Washington DC office before March 8.

- Come to the DC Women's Peace March on International Women's Day, March 8, 2003. Bring your scarf and be a part of this circle making an urgent call to stop a war on Iraq.

For information on Knit For Peace, contact Cissy Sims: cisims@yahoo.com

For more information on the Women's Peace Vigil at the White House, contact: women@unitedforpeace.org, visit www.codepink4peace.org or call the DC office at: 202-393-5016

www.globalexchange.org

San Francisco Public Library
Strategic Planning

Community Planning Committee
February 19, 2003

Present: Luis Calderon, Hon. Steve Coulter, Alan D'Souza, Bill Hollabaugh, Jane Hudson, Elizabeth Juarez, John Kenny, Doug King, Judith Lujan, Marcia Popper, Hon. Carol Steiman, Joan Walton, Blaine Waterman, Jensa Woo, Norman Yee, Monique Zmuda

SFPL Observers: Susan Hildreth, Paul Underwood, Toni Bernardi, Marcia Schneider, Roberto Estevez, Mary Hudson

Facilitator: Gail McPartland

Planning for Results

Members received background information on the *New Planning for Results* model of strategic planning as endorsed by the national Public Library Association. The model, based on a book written by Sandra Nelson, is based on the principle that all public libraries can attain excellence in three areas:

1. Excellence must be defined locally. It results when library services match user needs, interests, and priorities.
2. Excellence is possible for both small and large libraries. It rests more on commitment than on unlimited resources.
3. Excellence is a moving target. Even when achieved, excellence must be continually maintained.

In choosing this model, San Francisco Public Library is NOT creating a 'cookie cutter' vision of a public library, i.e. a library based on needs and desires of other communities. Rather, the library is defining a local measure of excellence which will be tailored to the San Francisco community.

Visioning Statements

Member where asked to describe the ideal San Francisco community of the next ten years. These visions of the community in the coming years will be the foundation of the strategic plan as services and priorities will be crafted to help create the vision.

Group A

Children and families

- "Support Systems" exist for child care and child activities
- Leads to functional, healthy family, implies healthy citizens

- Well-adjusted, educated next generation

Homeless

- Services exist and reach those who need it, e g. mental health issues, drug/substance abuse, and education/training
- All benefit from better citizens, cleaner and safer streets, more aesthetic

All

- Community supports arts-cultural diversity
- Supports nature of San Francisco, e g. culinary Mecca, beautiful city, creative, progressive and economic benefit (tourism)

Elderly/Disabled

- Will receive home and community-based services
- Remain independent, keep dignity, e.g. access to Web a great way to stay connected
- Better, active citizens

Cyclists/Pedestrians/Greens

- More paths, more public alternative transportation, clean energy
- All benefit from beautiful city, healthy people

Group B

All – Housing is safe, appropriate and affordable. Reduce homelessness and retain a diverse (socio-economic) population

All – Health care (including mental health) quality, affordable, and accessible. Better quality of life and more productive citizens

All – Transit/parking is better, quieter, non-polluting; adequate neighborhood parking. Less stress, traffic, pollution, more enjoyment of city, better access to businesses.

Children/Parents – Childcare with quality, affordable. Less stress, safety for children, improved school readiness.

All – Cultural institutions, fully funded, available to all. More opportunities, outreach, enjoyment

Group C

All San Franciscans would have a home or place to live

People with disabilities would have access to all facilities

All residents will have a clean and safe environment

People of all occupations would afford to live in San Francisco

Children in all neighborhoods will have safe education and recreational services

Seniors would have access to healthcare and recreational services to keep them independent, safe and healthy

Diversity will be maintained, appreciated and enhanced

All Groups

Maintain community and neighborhood support for small businesses so neighbors may continue to meet and connect

Religious allows for diversity, tolerance and acceptance

Teens and young adults allow for diversity, tolerance and acceptance

Sports and entertainment allows for local clubs, bands and other forms of entertainment so artists are supported and have a place to perform and young people have a place to go. This also includes theater, bands, musicians, and artists

Business is strengthened and grows to support a strong economy and to support quality of life

Non-profits and businesses have a relationship that supports community services and enhances a quality of life

Less hostile political environment that is friendly to business and encourages business to stay in town

Business contributes to community needs and sees itself as a part of the community

Immigrant/non-English speaking peoples are brought into mainstream leads to an integrated and open city

SWOT Analysis

Members were asked to perform a SWOT analysis on the community as it currently exists in relation to the vision created in the previous exercise. The SWOT analysis is the first exercise in determining areas of the community that might need to be addressed for the vision to become reality.

Strengths
- Diversity
- Talent/ability

- Brain trust
- Neighborhoods
- Transportation
- Natural Resources
- Awareness of Issues
- Clean air
- Mild climate
- Parks and recreational facilities
- Highly educated
- High level of services are available

Weaknesses

- Cost of living
- Income disparity
- Space
- Earthquakes
- Congestion
- Parking
- Bureaucracy
- Politics and turf wars
- Lack of political will to address issues
- Pedestrian danger and safety
- NIMBY-ism
- Diverse views
- High cost of health care

Opportunities

- Form creative alliances, e g. private/public, business/non-profits
- Economic slowdown may bring economic efficiency
- More vacancies may attract new businesses, arts, and families
- New infrastructure post-earthquake
- City cuts, Care Not Cash and other programs may bring new coordination, delivery of services
- Willing to compromise
- Regional solutions
- Tap the brain trust

Threats

- Earthquakes and other natural disasters
- War
- Terrorism
- Economic slowdown and lower funding
- Aging population
- Political infighting

- Prejudice
- Rich v. poor
- federal cut-backs
- Fanaticism and intolerance
- Civil rights

Needs

Members were asked to identify community needs that are keeping the vision from being realized. These are current needs in the community.

- Funding, money
- Political will
- Cooperation
- Coordination of services
- Business climate to create more jobs
- Regional planning
- Tax base design that supports services
- Tap brain trust of talented people
- Neighborhood involvement and ownership of community issues

Community Needs the Library Could Address

Members were asked to identify community needs the library could address based on the previous needs identified. This is the first discussion of library services, programs, and place in the community in the strategic planning discussion.

- Library is a meeting place, community rooms, safe place for neighborhoods
- Information and education to meet needs
- Libraries focus on local information – information not necessarily available on the Internet
- Library a place for self-improvement, e.g. reading, research, etc.
- Regional library systems could assist in regional planning
- Regional libraries could share resources
- Library programs and exhibits could educate people on political matters
- Library has community meeting places (emphasizing the branches) include topics, art, film, exhibits
- Library is a neutral environment to explore all sides of issues
- Library is one institution that includes, not excludes
- Library is a place for reflection and celebration of cultures and ages
- Library addresses literacy (cultural and basic)
- Library has educated staff to education the public

- Library provides "quality control" of information
- Library is free/accessible to anyone

Library Service Responses

Members heard brief descriptions of thirteen library service responses. These service responses are broad categories for beginning to define library services. Based on the previous discussion of community needs the library could address, members were asked to select up to three service responses they felt might fulfill the community needs (numbers indicate the votes from the committee for each response). Important note, the preliminary service responses chosen here are NOT indicative of present or future library programs or services. They are merely the starting point of discussion for assessing existing or potential library programs and services to adequately meeting the community vision.

Basic Literacy – 0
Business/Career Information – 0
*Commons – 9
Community referral – 3
Consumer information – 3
Cultural awareness – 2
Current topics and titles – 1
Formal learning support – 1
*General Information – 9
*Government Information – 8
*Information Literacy – 6
*Lifelong learning – 8
Local history and genealogy - 1

*Will be forwarded to Library Commission and Library Staff for response in the next phase of planning

Next Steps

Notes from the Community Planning Meeting and the discussion of library service responses will be forwarded to library staff for evaluation. The outcome of that process will be presented at the next Community Planning Meeting on Wednesday, April 23, 2003, 4-7pm in the Library's Latino Hispanic Room A and B.

Members were also reminded of the time and date of the third Community Planning Meeting which will be Wednesday, June 18, 4-6pm.

Committee plusses/minuses of the meeting

Plusses

- Small groups
- Moved along
- Engaged groups
- Susan's presentation
- Well-organized
- Represented groups
- Facilitation

Minuses

- Too long to reach library issues
- SWOT was too fast
- Hard to transfer needs to service responses
- Only 3 choices for the service responses

San Francisco Public Library (SFPL)
Library Data
(Revised February 24, 2003)

Library Data	FY 1997-98	FY 2001-02	2005
Library Users			
Total Number of people registered	538.462	447.332	500.000
Number of Residents	789.600	793.600	800.000

Hours per week			
Main Total	60	60	60
Branch Total	1.112	1.112	1.152
Branch Average	42.7	42.7	42.7

Staff			
Total Employees	830	864	875
Librarians (FTE)	209.66	197.40	200

Materials/Resources			
Books *(See Comparison Chart Below)*	2.464.050	2.165.833	2.300.000
Audio	118.714	91.383	125.000
Video	37,160	70.631	100.000
Periodicals	11.246	12.533	12.500
Databases	10	80	150
E-Books	0	4.000	7.500
Internet Access (# of public workstations)	Data not available	330	500

xpenditures			
Materials	$3.373.224	$5.471.422	$6.000.000
Salaries/Benefits	$29.700,693	$39.852.511	$40.500.000
Total Operating	$37.364.613	$48.019.667	54.000.000

se Data			
Circulation	5.462,172	6.328.889	7.500.000
Visits	4.015.184	6.107,109	5.500.000
Reference Questions	1.154.800	1.181.050	1.160.000
Children Programs Attendance	187.302	182.177	200.000
Adult Programs Attendance	23.045	27.676	33.500

Comparison Chart

Year	Total Books	Book Budget
1995-96	2.308.901	$4.932.357
1996-97	2.393.837	$3.549.117
1997-98	2.464.050	$3.689.540
1998-99	2.061.946	$3.794.540
1999-00	2.208.749	$4.413.026
2000-01	2.217.743	$4.651.026
2001-02	2.176.833	$5.098.779

LIBRARY COMMISSION
March 4, 2003

Budget Item Handouts

2/27/2003

EXHIBIT A

PUBLIC LIBRARY
2003-04 PROPOSED BUDGET

	LPF	LPF Reserves	Fuhrman	Grants	Total
Estimated Sources	$ 55,486,362	$ 1,417,435	$ 330,000	$ 61,382	$ 57,295,179
Current Budget (Submitted)	$ 54,093,565	$ 1,417,435	$ 330,000	$ 61,382	$ 55,902,382
	$ 1,392,797	$ -	$ -	$ -	$ 1,392,797
Budget Augmentation	$ 1,392,797	$ (186,778)	$ -	$ -	$ 1,206,019
Budget Change Proposals	$ 769,019				$ 769,019
Est. Increase Health Benefits	$ 437,000				$ 437,000
Fundshift	$ 186,778	$ (186,778)	$ -	$ -	$ -
Revised Budget	$ 55,486,362	$ 1,230,657	$ 330,000	$ 61,382	$ 57,295,179
Change	$ 1,392,797	$ (186,778)	$ -	$ -	$ 1,206,019

Library Preservation Fund Reserve

Balance (2/27/03)	$ 3,532,376
2003-04 Proposed Expenditure	$ 1,230,657
Estimated Balance	$ 2,301,719
	4.1%

	Description	Library Preservation Fund (LPF)	LPF Reserve	Fuhrman Trust Fund	State Grant (Adult Literacy)	Total
	Sources					
	Budgeted 2002-03	$ 53,713,097	$ 1,291,893	$ 330,000	$ 57,118	$ 55,392,108
	Estimated 2003-04	$ 55,486,362	$ 1,417,434	$ 330,000	$ 61,381	$ 57,295,177
	Change	$ 1,773,265	$ 125,541	$ -	$ 4,263	$ 1,903,069
		3.3%				
	Uses					
	Phase C Budget	$ 54,093,565	$ 1,417,434	$ 330,000	$ 61,381	$ 55,902,380
	Budget Augmentations					
1	Health Benefit Premium Adjustments (Estimated 15%)	437,000				437,000
2	Convert 3602 Library Page with Benefits to Perm. Civil Service Status	172,650				172,650
3	Book Budget Increase (3.3% increase)	182,000				182,000
4	Maintenance and supplies for Public Copy and Print Program	33,000				33,000
5	Full-timeCustodian for Support Services Center at 190 9th Street.	37,167				37,167
6	Materials Recovery Program (Unique Management)	70,000				70,000
7	Equipment Purchase - 3 Express Checkout Machines	94,500				94,500
8	Security System Upgrade	60,000				60,000
9	Equipment Purchase - Digital Still Photo Camera	6,510				6,510
10	Equipment Purchase - 18 inch flat screen LCD computer monitors	2,550				2,550
11	Main Library A/V Equipment Refreshment	33,500				33,500
12	Increase scavenger services ($10,000), rental of custodial uniforms, mat cleaning, and tools ($5,000), and bldg maint.supplies ($5000).	20,000				20,000
13	Media Center Display Furniture	5,642				5,642
14	Redistribution Supplies	1,500				1,500
15	One-time contract funds -- usability study of the Library's intranet system to facilitate improvements in sytem content and use.	50,000				50,000
16	Fund shift for one-time items funded from LPF Reserves	186,778	(186,778)			-
	SUBTOTAL, ADDITIONAL BUDGET ADJUSTMENTS	$ 1,392,797	$ (186,778)	$ -	$ -	$ 1,206,019
	ESTIMATED TOTAL 2003-04 BUDGET	$ 55,486,362	$ 1,230,656	$ 330,000	$ 61,381	$ 57,108,399
	CHANGE	$ -	$ (186,778)	$ -	$ -	$ (186,778)

Filename=SUMMARY OF BUDGET ADJUSTMENTS (Sheet2)

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

February 13, 2003

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George Nichols, Finance Director

RE: FY 2003-04 BUDGET ACTION ITEMS
1. Additional 5% Contingency Reductions
2. Budget Change Proposals (Budget Augmentation)

1. ADDITIONAL 5% CONTINGENCY REDUCTIONS

Revised budget instructions issued by the Mayor, direct all departments to prepare 10% General Fund contingency reduction plans for FY 2003-04. This is 5% greater than the reduction plan requested previously. The increase is in response to growth in the State's deficit and consequently growth in the City's General Fund shortfall – now projected at $350 million.

In an earlier action, the Commission considered and approved a contingency reduction plan totaling $1.618 million or 5% of the Library's anticipated baseline General Fund. This item seeks the Commission's approval for an additional 5% in contingency reductions to comply with the Mayor's revised instructions. The additional reductions total $1.620 million and bring the total planned contingency reduction plan to $3.238 million or 10% of General Fund allocations of $32.354 million currently projected for 2003-04. The additional reductions are summarized on Attachment A and the full 10% contingency reduction plan is summarized on Attachment B.

At the 5% level, the Library's plan prioritizes reductions to minimize impacts on public service and Library operations and preserves the book budget. Even with prioritized cuts, reductions at the 5% level would incrementally affect service and operations. At the 10% level, reductions would go beyond incremental impacts and significantly diminish public service and operations across the board.

According to the Mayor's Budget Office, contingency reductions will be taken only if mandated current year cuts, mandated baseline cuts, and other cost cutting or revenue generating measures are insufficient to close the gap next year. Although required to prepare and submit a 10% contingency reduction plan, it is unlikely given a revenue base predicated primarily on property taxes and funding requirements of Charter Section 16.109 (Proposition E) that the Library's budget will be cut even under the City's current worse case revenue scenario.

To achieve a 10% savings, the Library's recommendations include:

- Cutting an additional 14.75 FTE for a savings of $1,026,860. This includes public service positions (5.25 FTE), support positions (7.0 FTE), and administrative positions (2.5 FTE). Public Service reductions include 1.0 Librarian I (a half-time position in S.F History and a half-time position in the Patent and Trademark Center), 1.0 Librarian II (full-time Branch floater), 2.5 Library Technician I

FTE (half-time position at Chinatown, half-time position in the Main Library's Telephone Information Program, and a full-time Branch floater); and, 0.75 part-time as needed (PTAN) funds in the Branch Program. Support positions include 2.0 Librarian I (a full-time position in Acquisitions and a full-time position in Information Resource Management); 2.0 Custodians (a full-time position in the Main and a full-time position in the Branch); 1.5 Building and Grounds Security Officers (a full-time position and a half-time position in the Branch); 1.0 Stationary Engineer (full-time position in Operations); and 0.5 Curator II (Public Affairs). Administrative positions include 1.0 Librarian IV (Chief of Information Resource Management); 0.5 Clerk (Finance Office); and 1.0 Clerk Typist (Technical Services).

- Reducing the book budget by 10% or $518,000. The reduction to the book budget would be implemented in phases. The first 5% reduction or $259,000 would occur only if required and only if actual reductions exceeded $1.618 million. The second 5% or $259,000 would be implemented only if required or actual reductions exceeded $2.979 million.

- The balance of the additional reductions or $75,523 would come from various operating expense line-times in various programs. Reductions include further cuts in travel ($7,500); training ($10,000); City Librarian's operating budget ($15,000); Branch materials and supplies ($10,000); minor furnishings for the new Support Services Center ($20,000); and, other miscellaneous reductions ($13,023).

Reductions would be taken in the priority order listed on Attachment B. The Library's reduction plan must be submitted to the Mayor's Budget Office by March 15, 2003. It must be restated, that barring further significant diminishment in City revenue – specifically property tax revenue – we are optimistic that the Library's budget will not be cut in 2003-04.

2. BUDGET CHANGE PROPOSALS (AUGMENTATIONS)

If current revenue projections for the Library hold, there is a very good chance that cuts will not be required and that we will have an opportunity to augment our 2003-04 baseline budget. The baseline budget approved by the Commission in January is $1.2 million below projected baseline revenue. With the Commission's approval, $1.2 million was held in abeyance in the event salary increases were provided through collective bargaining. With the growth in the City's General Fund shortfall from $170 million (at the time the Commission approved the Library's budget) to $350 million today, it is now highly unlikely that salary increases will be provided next year and we believe that funds can be released to support other priority funding needs.

As reported during the Commission's February meeting, additional non-discretionary baseline costs have emerged that must be funded. These costs include $182,210 to correct baseline deficiencies in funds budgeted for premium pay received by staff who work nights and weekends[1]; $182,938 to cover projected growth in work comp payments[2]; and $321,000 to cover anticipated growth in the cost of health benefit premiums paid by the City for its employees. At this point we are assuming a 10% increase in health benefit costs over our current budget of $3.2 million. Actual costs will not be known until March or April and costs could exceed 10%. Based on current projections of Library revenue and a baseline budget of $54.616 million funded by these sources, $528,000 is still be available to fund other initiatives and staff is requesting the Commission's approval to submit a list of funding proposals to the Mayor when we submit our baseline budget on February 21, 2003.

The amount available to fund new program initiatives is currently estimated at $528,000. The actual amount available will depend on the Controller's revised revenue forecasts issued at mid-year and at the end of the third quarter of the fiscal year; and, on the actual cost of health benefit premiums and other costs

currently unknown that may be passed on to departments because of the General Fund shortfall. Assuming that the budget can be augmented, the Library recommends adding on a prioritized basis the items summarized on Attachment C. Staff's recommendations, in priority order, include

---

[1] Baseline budget at $424,472 (including fringe benefits), expenditures over the last two fiscal years averaged $606,682 (including fringe benefits). Budget deficiency estimated at $182,210.

[2] Projection from Department of Human Resources based on actual payments to-date and a 7% rate adjustment (AB749) for temporary disability, permanent disability, and rehab that went into effect on January 1, 2003. The projection also includes an additional rate adjustment that takes affect on January 1, 2004. The Library's budget for work comp is determined by DHR's annual projections.

1. $122.756 to convert 66 Library Page positions from temporary or provisional appointments to permanent civil service status for purposes of retaining benefits for these employees

2. $155,000 increase to the Library's book budget. This represents a 3% increase in the book budget commensurate with the projected increase in Library revenue. This will increase the portion of the book budget funded by the Library Preservation Fund from $5.176 million to $5.331 million

3. $33.000 for maintenance and supplies for the Public Copying and Print Program.

4. $37,167 to establish and fund a full-time custodian position for the Support Services Center at 190-9th Street.

5. $70.000 to fund a contract with Unique Management to implement the materials recovery program. This assumes Commission approval to proceed with this program and approval by the Mayor and the Board of Supervisors.

6. $94.500 to purchase and install 3 express checkout machines – one each for Mission, Ortega, and Anza Branch Libraries.

7. $60.000 to upgrade the security system in the Main Library.

8. $42.560 in equipment funds for Media Services. Funds would be used to replace audio/video equipment in the Koret Auditorium and other meeting spaces in the Main Library ($33.500); to purchase three flat screen LCD monitors for use during Commission meetings and other public events in the Koret ($2.550); and to purchase a digital still photo camera ($6.510).

9. $20,000 increase in the materials and supplies budget for Operations. Includes $10.000 for scavenger services, $5,000 for custodial uniforms, mat cleaning, and tools; and, $5.000 for building materials and supplies.

10. $5,642 for four Media Display Units and $1,500 for Redistribution Program supplies.

11. $50,000 in contract funds to conduct a "usability study" of the Library's intranet system. The study is necessary to improve the system that serves as a clearinghouse for all Library policies, procedures, forms, and other information.

We are issuing this report earlier than usual to give the Commission more time to review these issues and to ensure that we are able to meet the Mayor's deadlines for submitting the 2003-04 budget. Please call me at (415) 557-4248 if you have questions prior to your March 4th meeting.

Attachments

cc: Paul Underwood, Deputy City Librarian
Kathleen McKeon, Budget Officer

2/13/2003

FY 2003-04 CONTINGENCY REDUCTIONS
(Additional Mandated 5% Contingency Reductions)

ATTACHMENT A

Pr	Division	Description	FTE	F/V	Classification		Total
45	Operations	Eliminate custodian position in the Main Library	1 00	V	2716 Custodian	$	54 [illegible]
46	IRMO	Reduce books & materials budget by 5% Reduction of print materials and periodicals	0 00			$	259 000
47	Childrens	Reduce materials & supply funds in Technical Srvcs funded by Childrens Baseline funds	0 00			$	3,371
48	Operations	Eliminate Building & Grounds Patrol Officer (Branch Security)	1 00	V	8207 B&G Sec Officer	$	57 279
49	Operations	Eliminate Stationary Engineer	1 00	V	7334 Stationary Engineer	$	77 801
50	Branch	Eliminate Eureka Valley security contract	0 00			$	3 500
51	Admin (FO)	Eliminate half-time 1404 Clerk position	0 50	V	1404 Clerk	$	26,780
52	Techn Srvcs	Eliminate small equipment (burster) maintenance funds	0 00			$	1 152
53	Branch	Eliminate full-time Librarian II (floater)	1 00	F	3632 Librarian II	$	86 528
54	Childrens	Eliminate full-time 3616 Library Techn I position at Chinatown Branch	1 00	V	3616 Library Techn I	$	60 225
55	IRMO	Eliminate a 3630 Librarian I	1 00	F	3630 Librarian I	$	82,361
56	Operations	Eliminate 0 5 Building & Grounds Officer (Branch Security)	0 50	F	8207 B&G Sec Officer	$	30,041
57	Branch	Eliminate full-time Library Technician II (floater)	1 00	F	3616 Library Technician	$	67,775
58	Main	Eliminate half-time 3630 Librarian I (Patent & Trademark Center)	0 50	F	3630 Librarian I	$	39 433
59	Operations	Eliminate mat service in the Main and Branch libraries	0 00			$	5 000
60	Operations	Eliminate custodian position in the Branch Library	1 00	V	2716 Custodian	$	54 880
61	Main	Eliminate half-time 3616 Library Technician in TIP	0 50	V	3616 Library Techn I	$	33 514
62	Public Affairs	Eliminate 0 5 Curator II position (balance of position)	0 50	F	3542 Curator II	$	36 624
63	Admin	Further reduction to travel budget	0 00			$	7 500
64	Admin	Further reduction to City Librarian's operating budget	0.00			$	15 000
65	Admin	Further reduction to Training budget	0 00			$	10 000
66	Techn Srvcs	Reduce funds budgeted for minor furnishings (earmarked for new SSC)	0 00			$	20 000
67	Techn Srvcs	Eliminate 1424 Clerk Typist (COATS and Acquisitions)	1 00	F	1424 Clerk Typist	$	57 114
68	Branch	Further reductions to supply and equipment funds	0 00			$	10,000
69	Main	Eliminate Librarian I in SF History	0 50	F	3630 Librarian I	$	39 433
70	Branch	Reduce PTAN funds	0 75			$	31 000
71	Techn Srvcs	Eliminate 3630 Librarian I in Acquisitions	1 00	V	3630 Librarian I	$	75 324
72	IRMO	Eliminate Chief of IRMO position	1 00	V	3643 Librarian IV	$	119 868
73	IRMO	Additional 5% reduction to book budget	0 00			$	259 000
		TOTAL, ADDITIONAL 5% CONTINGENCY REDUCTION	**14.75**			**$**	**1,620,383**

2/13/2003

Public Library
10% Contingency Reduction Plan

Attachment B

	Division	Description	FTE	F/V	Classification	Total	Cumulative Total
1	Admin (CL)	Reduce various service/supply accounts Includes travel ($7,500), professional rrvcs, materials & supplies, other office supplies.	0 00			$ 18 673	$ 18 673
2	Admin (HR)	Downgrade (reclass) 2 payroll clerk positions				$ 10 534	$ 29 207
3	Automation	SBC/Pacific Bell Internet Access charges (budget adjustment)	0 00			$ 13 745	$ 42 957
4	Branch	Eliminate grant to Tool Lending Center				$ 175 000	$ 217 952
5	Branch	Eliminate Librarian II -- Mission Bay Branch Library	0 50	V	3632 Librarian II	$ 36 473	$ 254 425
6	Childrens	Reduce maintenance & supply funds in Technical Srvcs funded by Childrens Baseline funds	0 00			$ 42 154	$ 296 579
7	Main	Eliminate 1 0 3630 Librarian I in General Collections	1 00	V	3630 Librarian I	$ 78 440	$ 375 019
8	Main	Eliminate 1 0 3602 Page - Library for the Blind	0 38	F	3602 Library Page	$ 12 012	$ 387 031
9	Operations	Further reductions in materials & supplies budgets for all crafts	0 00			$ 41 000	$ 428 031
10	Operations	Eliminate Johnson Control Maintenance Contract	0 00			$ 17 000	$ 445 031
11	Public Affairs	Reduce programming and exhibitions staff by 0 5 3542 Curator II	0 50	F	3542 Curator II	$ 36 237	$ 481 268
12	Public Affairs	Reduce budget for repair/replacement of exhibit cases	0 00			$ 2,000	$ 483 268
13	Techn Srvcs	Innovacq maintenance service funds	0 00			$ 20 576	$ 503 844
14	Techn Srvcs	Reduce 20 hour/wk page to 15 hour/wk page.	0 13	V	3602 Library Page	$ 5 500	$ 509 344
15	Techn Srvcs	Reduce materials & supply budgets in Acquisitions, Catalog, and Preservation	0 00			$ 12 000	$ 521 344
16	Admin (FO)	Reduce operating funds 20%	0 00			$ 2 300	$ 523 644
17	Admin (HR)	Peduce training funds	0 00			$ 11 880	$ 535 524
18	Automation	Reduce funds budgeted for service and software maintenance	0 00			$ 69 046	$ 604 570
19	Operations	Reduce equipment repair funds for custodial equipment	0 00			$ 5 000	$ 609 570
20	Public Affairs	Reduce budget for graphic materials & supplies	0 00			$ 1 500	$ 611 070
21	Techn Srvcs	Eliminate access to RLIN bibliographic utility	0 00			$ 600	$ 611 670
22	Techn Srvcs	Eliminate 15 hour/wk Library Page in Catalog Dept	0 38	F	3602 Library Page	$ 12 587	$ 624 257
23	Automation	Reduce funds budgeted for data processing supplies	0 00			$ 20 000	$ 644 257
24	IRMO	Eliminate SF Community Services Directory (Community Connection)	1 00	F	3616 Library Techn I	$ 60 000	$ 704 257
25	Operations	Modify/reduce equipment service & maintenance contracts (time & material only)	0 00			$ 65 888	$ 771 145
	Techn Srvcs	Eliminate 3616 Technical Assistant I (bilingual) in Acquisitions	0 50	V	3616 Library Techn I	$ 35 513	$ 806 658
7	Main	Close A/V desk & listening stations - eliminate two full-time 3610 and 2 half-time 3602 positions and $3000 in equipment funds	3 00	F F	3610 Library Assistants 3602 Library Page	$ 161 239	$ 967 897
28	Operations	Reduce materials & supply budgets for crafts	0 00			$ 14 000	$ 981 897
29	Public Affairs	Reduce work orders for reproduction and mail services	0 00			$ 5 000	$ 986 897
30	Public Affairs	Reduce audi-visual equipment maintenance funds	0 00			$ 4 000	$ 990 897
31	Admin (HR)	Reduce various operating budget line-items	0 00			$ 5 000	$ 995 897
32	Childrens	Eliminate full-time 3630 Librarian I position in the Main's Childrens' Center	1 00	V	3630 Librarian I	$ 80 014	$ 1 075 911
33	Main	Eliminate 2 half-time 3602 positions in Borrower Services	1 00	F	3602 Library Page	$ 41 991	$ 1 117 902
34	Public Affairs	Reduce media production supplies	0 00			$ 1 500	$ 1 119 402
35	Admin (HR)	Eliminate one full-time 1220 Payroll Clerk position	1 00	F	1220 Payroll Clerk	$ 66 560	$ 1 185 962
36	Branch	Reduce supply and equipment budget 3%.	0 00			$ 40 000	$ 1 225 962
37	Branch	Eliminate full-time 3630 Librarian I (floater)	1 00	F	3630 Librarian I	$ 88 648	$ 1 314 610
38	Childrens	Eliminate full-time 3630 Librarian I position serving Juvenile Hall	1 00	F	3630 Librarian I	$ 72 563	$ 1 387 173
39	Main	Eliminate Librarian I in Business/Science/Technology	1 00	V	3630 Librarian I	$ 78 440	$ 1 465 613
40	Admin (HR)	Reduce overtime funds	0 00			$ 8 269	$ 1 473 882
41	Branch	Eliminate half-time Library Assistant I - Mission Branch	0 50	V	3610 Library Assistant	$ 28 583	$ 1 502 465
42	Main	Eliminate full-time Library Technian in SF History	1 00	V	3616 Library Techn I	$ 67 872	$ 1 570 337
43	Admin (HR)	Eliminate 3602 Position	0 25	V	3602 Library Page	$ 8 543	$ 1 578 880
44	Main	Eliminate Librarian I in General Collections	0 50	F	3630 Librarian I	$ 39 220	$ 1 618 100
		Total. Initial 5% Contingency Reduction Plan	15 62			$ 1 618,100	49 96%
45	Operations	Eliminate custodian position in the Main Library	1 00	V	2716 Custodian	$ 54 880	$ 1 672 980
46	IRMO	Reduce books & materials budget by 5% Reduction of print materials and periodicals	0 00			$ 259 000	$ 1 931 980
47	Childrens	Reduce materials & supply funds in Technical Srvcs funded by Childrens Baseline funds	0 00			$ 3 371	$ 1 935 351
48	Operations	Eliminate Building & Grounds Patrol Officer (Branch Security)	1 00	V	8207 B&G Sec Officer	$ 53 279	$ 1 988 630
49	Operations	Eliminate Stationary Engineer	1 00	V	7334 Stationary Engineer	$ 77 801	$ 2 066 431
50	Branch	Eliminate Eureka Valley security contract	0 00			$ 3 500	$ 2 069 931
51	Admin (FO)	Eliminate half-time 1404 Clerk position	0 50	V	1404 Clerk	$ 26 780	$ 2 096 711
52	Techn Srvcs	Eliminate small equipment (burster) maintenance funds	0 00			$ 1 152	$ 2 097 863
3	Branch	Eliminate full-time Librarian II (floater)	1 00	F	3632 Librarian II	$ 86 528	$ 2 184 391
	Childrens	Eliminate full-time 3616 Library Techn I position at Chinatown Branch	1 00	V	3616 Library Techn I	$ 60 225	$ 2 244 615

	Division	Description	FTE	F/V	Classification	Total	Cumulative Total
55	IRMO	Eliminate a 3630 Librarian I	1.00	F	3630 Librarian I	$ 82,361	$ 2,326,977
56	Operations	Eliminate 0.5 Building & Grounds Officer (Branch Security)	0.50	F	8207 B&G Sec Officer	$ 30,041	$ 2,357,018
57	Branch	Eliminate full-time Library Technician II (floater)	1.00	F	3616 Library Technician	$ 67,775	$ 2,424,793
58	Main	Eliminate half-time 3630 Librarian I (Patent & Trademark Center)	0.50	F	3630 Librarian I	$ 39,433	$ 2,464,226
59	Operations	Eliminate mat service in the Main and Branch libraries	0.00			$ 5,000	$ 2,469,226
60	Operations	Eliminate custodian position in the Branch Library	1.00	V	2716 Custodian	$ 54,880	$ 2,524,106
61	Main	Eliminate half-time 3616 Library Technician in TIP	0.50	V	3616 Library Techn I	$ 33,514	$ 2,557,620
62	Public Affairs	Eliminate 0.5 Curator II position (balance of position)	0.50	F	3542 Curator II	$ 36,624	$ 2,594,244
63	Admin	Further reduction to travel budget	0.00			$ 7,500	$ 2,601,744
64	Admin	Further reduction to City Librarian's operating budget	0.00			$ 15,000	$ 2,616,744
65	Admin	Further reduction to Training budget	0.00			$ 10,000	$ 2,626,744
66	Techn Srvcs	Reduce funds budgeted for minor furnishings (earmarked for new SSC)	0.00			$ 20,000	$ 2,646,744
67	Techn Srvcs	Eliminate 1424 Clerk Typist (COATS and Acquisitions)	1.00	F	1424 Clerk Typist	$ 57,114	$ 2,703,858
68	Branch	Further reductions to supply and equipment funds	0.00			$ 10,000	$ 2,713,858
69	Main	Eliminate Librarian I in SF History	0.50	F	3630 Librarian I	$ 39,433	$ 2,753,291
70	Branch	Reduce PTAN funds	0.75			$ 31,000	$ 2,784,291
71	Techn Srvcs	Eliminate 3630 Librarian I in Acquisitions	1.00	V	3630 Librarian I	$ 75,324	$ 2,859,615
72	IRMO	Eliminate Chief of IRMO position	1.00	V	3643 Librarian IV	$ 119,868	$ 2,979,483
73	IRMO	Additional 5% reduction to Book Budget	0.00			$ 259,000	$ 3,238,483
		Total, Additional 5% Contingency Reductions	14.75			$ 1,620,383	50.04%
		TOTAL 10% CONTINGENCY REDUCTIONS	30.37			$ 3,238,483	100.00%

2/13/2003

Public Library
FY 2003-04 BUDGET CHANGE PROPOSALS

ATTACHMENT C

	DIVISION	TITLE	DESCRIPTION	FTE	Personal Services	Operating Expense	Total
1	Systemwide	Convert 3602 Library Page with Benefits to Permanent Civil Service Status	Convert 76 Library Page positions from Temporary PTAN or provisional status to Permanent Civil Service status Incumbants in these positions receive health and retirement benefits and conversion is necessary to continue receiving benefits.	1.65	$ 122,756	$	$ 122,756
2	IRMO	Book Budget Increase	Increase book budget commensurate with increase in revenue (3%).	0.00	$ -	$ 155,400	$ 155,400
3	Techn Srvcs	Maintenance and supplies for Public Copy and Print Program	Supplies for the Public Copy and Print Program. Includes paper, toner, and maintenance of copiers and printers. Opportunity funds used in the current year to cover supplies; copiers and printers under warrenty the first year.	0.00	$ -	$ 33,000	$ 33,000
4	O&M	190 9th St.	Custodian for Support Services Center at 190 9th Street.	1.00	$ 37,167	$ -	$ 37,167
5	Main	Collection Agency	Enter a contract with Unique Management or Tax Collector to pursue materials not returned.	0.00	$ -	$ 70,000	$ 70,000
6	Branch	Equipment Purchase - Express Checkout Machines	One-time funding to purchase three express checkout machines for installation at Mission, Ortega, and Anza Branch Libraries. Each unit costs $31,500 which includes site license and	0.00	$ -	$ 94,500	$ 94,500
7	O&M	Security System Upgrade	One-time funding to retrofit and upgrade of the Main Library's security system. Includes improvements and expansion of the camera surveilance system and interface with the building alarm system; to upgrade the monitoring and information storage to a digital system; and, to incorporate the staff badgin system into the existing security system.	0.00		$ 60,000	$ 60,000
8	Public Affairs	Equipment Purchase - Digital Still Photo Camera	One-time funding to purchase a professional grade digital camera needed for publicity photos for programs and exhitits, constuction documents, and trade publications.	0.00	$ -	$ 6,510	$ 6,510
		Equipment Purchase - 18 inch flat screen LCD computer monitors	One-time funding to purchase three 18-inch flat screen LCD computer monitors to replace salvaged CRT terminals currently used for Commission meetings.	0.00	$ -	$ 2,550	$ 2,550
		Main Library A/V Equipment Refreshment	One-time funding to upgrade and replace antiquated A/V equipment in the Children's Creative Center ($17,500) and the Stong Conference Room ($16,000). Equipment to be purchased includes DLP projectors and a DVD player. Also includes funds to upgrade computer/projector interface components and reporgam A/V system remote controls to operate the projectors.	0.00	$ -	$ 33,500	$ 33,500
9	O&M	Operational Costs	Increase in scavenger services ($10,000), rental of custodial uniforms, mat cleaning, and tools ($5,000), and building maintenance supplies ($5000).	0.00	$ -	$ 20,000	$ 20,000
10	Children	Media Center Display Furniture	One-time expenditure to purchase 4 media display units.	0.00	$ -	$ 5,642	$ 5,642
11	IRMO	Redistribution of Supplies	Augment funds used to purchase materials and supplies for the Redistribution Program. Items include pallets, boxes, wrapping tape & other supplies; postage and shipping, and a box lifter/pallet jack.	0.00	$ -	$ 1,500	$ 1,500
12	IRMO	Staff Usability	One-time contract funds to conduct a usability study of the Library's intranet system. The system (StaffNet) provides a centralized and accessible repository for Library policies, procedures, forms and other information that is used by staff to conduct business and provide service. The system is not as effective as it can be and the study will facilitate improvements in sytem content as well as system use.	0.00	$ -	$ 50,000	$ 50,000
	TOTAL PROPOSED			2.65	$ 159,923	$ 532,602	$ 692,525
	One-time Costs				$ -	$ 252,702	$ 252,702
	Permanent/Ongoing				$ 159,923	$ 279,900	$ 439,823

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

MEMORANDUM

TO: Library Commission

FROM: Susan Hildreth, City Librarian

RE: **COLLECTION RECOVERY PROGRAM**
LIBRARY EXPERIENCES WITH UNIQUE/SAMPLE LETTERS

DATE: February 27, 2003

As requested at the February 4, 2003, Commission meeting, I am attaching a packet of follow-up information regarding the proposed Recovery Program, which will retrieve overdue library materials.

1: LIST OF CALIFORNIA LIBRARIES who use Unique Management Services

2: AFFIDAVITS FROM LIBRARIES

LIBRARY	**Experience with Recovery/UMS:**
Berkeley Public Library	• 20 years experience with recovery of materials • Staff unable to absorb workload • UMS: excellent customer service • Never received patron complaint • Some local problems resolved with UMS help
Los Angeles Public Library	• Used UMS since Nov. 2001 • 30% decrease in overdue materials • 50,000 overdue items returned in first year • collected more money than cost of recovery program • UMS understands primary purpose to recover materials, not collect cash • Customized letters • Detailed monthly accounting
Oakland Public Library	• Prompt customer service • Daily transfer of files • Effective in getting patrons to return materials & pay fines • Monthly reports on cash received, value of material, amount waived by staff justify use of service
Peninsula Library System	• Used UMS for three years • Easy to work with
Rancho Cucamonga	• UMS since March, 1997 • Former use of local collection agency not successful • Helpful in setting up program & smooth operation • Responsive to problems & questions • Very good return rate • Collection Fee: raised from $15.00 to $20.00

San Bruno Public Library	• Began using Unique: April, 2002 • Not one complaint • No longer need for staff to call patrons • Before Unique, never got checks in the mail • "Having a 'third party' organization handling the most recalcitrant borrowers takes a lot of stress of staff".
San Jose Public Library	• UM staff is professional…maintaining good will • Library staff are not as effective as UMS • When library staff did collection: staff became overzealous or viewed recovery as onerous task became distrustful of borrowers burned out quickly • Borrowers respond to third party more readily than to library • UMS: never caused ill will with customer • Staff feels comfortable & confident with UMS
Santa Cruz PL	• Used Transworld Systems before UMS • Head of Circulation very pleased • Not had complaints from public
San Joaquin Delta College	• UMS client for over 8 years (two libraries) • Accurate, helpful, effective • Highest (personal) recommendation
Seattle Public Library	• Great success • Used UMS since Sept., 1999 • Response to customer service & cultural differences • Collected over $250,000 (net) • Retrieved more than $1 million worth of materials
Solano County (SNAP System)	• Extremely satisfied • Used UMS for two years • UMS very helpful during set-up • "Lifted a huge burden from the shoulders of our circulation staff" • Return of materials and collection of delinquencies well worth the investment.
Ventura County Public Library	• Began end of 2001 • Previous used another company, which required manual procedures to be done by library staff • Staff wanted "thank you" note when balance is cleared • Staff created "partial payment" form • Good response to program • Received back many more items than previously

3. SAMPLE LETTERS

Unique Management Services

- Initial letter
- Second letter (three weeks later)
- Balance on account letter
- Credit Reporting letter

San Francisco Tax Collector - Delinquent Revenue Section

- Notice of Delinquency
- Final Notice of Delinquency

California Libraries Using Unique Management System for Recovery of Materials

Library	City	State
Altadena Library District	Altadena	CA
Anaheim Public Library	Anaheim	CA
Berkeley Public Library	Berkeley	CA
Black Gold Cooperative Library System	San Luis Obispo	CA
Blanchard Community Library	Santa Paula	CA
Buena Park Library District	Buena Park	CA
Canada College Library	Redwood City	CA
College of San Mateo Library	San Mateo	CA
Corona Public Library	Corona	CA
County of Riverside	Riverside	CA
Daly City Public Library	Daly City	CA
owney City Library	Downey	CA
Fullerton Public Library	Fullerton	CA
Glendale Public Library	Glendale	CA
Hayward Public Library	Hayward	CA
Lompoc Public Library	Lompoc	CA
Long Beach Public Library	Long Beach	CA
Los Angeles Public Library System	Los Angeles	CA
Menlo Park Public Library	Menlo Park	CA
Mission Viejo Library	Mission Viejo	CA
Newport Beach Public Library	Newport Beach	CA
Oakland Public Library	Oakland	CA
Ontario City Library	Ontario	CA
Orange County Public Library	Santa Ana	CA
P L.S. Video Center	San Mateo	CA
Palos Verdes Library District	Rolling Hills Estates	CA
Pasadena Public Library	Pasadena	CA
Paso Robles Public Library	Paso Robles	CA
Peninsula Library System	Placentia	CA
Rancho Cucamonga Public Library	Rancho Cucamonga	CA
Redondo Beach Public Library	Redondo Beach	CA
Redwood City Public Library	Redwood City	CA
Riverside City-County Public Library	Riverside	CA
Riverside Public Library	Riverside	CA
Sacramento Public Library	Sacramento	CA

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addleback College Library	Mission Viejo	CA
an Bernardino County Library	San Bernardino	CA
an Bruno Public Library	San Bruno	CA
an Diego County Library	San Diego	CA
an Joaquin Delta College	Stockton	CA
an Jose Public Library	San Jose	CA
an Luis Obispo City-County Library	San Luis Obispo	CA
an Mateo County Library	San Mateo	CA
an Mateo Public Library	San Mateo	CA
anta Barbara Public Library	Santa Barbara	CA
anta Cruz City-County Library System	Santa Cruz	CA
anta Maria Public Library	Santa Maria	CA
kyline College Library	San Bruno	CA
olano County Library	Fairfield	CA
onoma County Library	Santa Rosa	CA
outh San Francisco Public Library	South San Francisco	CA
anislaus County Free Library	Modesto	CA
ockton-San Joaquin County Public Library	Stockton	CA
entura County Library	Ventura	CA
orba Linda Public Library	Yorba Linda	CA

LIBRARY AFFIDAVIT:
EXPERIENCE WITH UNIQUE MANAGEMENT/RECOVERY OF LIBRARY MATERIALS:

BERKELEY PUBLIC LIBRARY

Berkeley Public Library
Sun, 16 Feb 2003

The Berkeley Public Library has been using the services of collection agencies for twenty years plus. Most of the collection agencies did not meet our standards as a library, such as providing good customer services when speaking to our patrons regarding their bill. The library continued to search for an agency, until we came across Unique Management Services and Lyle J. Stucki, Principal.

Mr. Stucki set the standard for the Unique Management Collection Agency. He understands the importance of presentation whether in person or over the telephone and the necessity of a good client, business relationship.

For a brief moment we thought the staff could handle this task. But after hearing the presentation, character and commitment of the Unique Management staff we thought we would give them a try.

This is a summary of our findings in working with Unique Management Services, Inc.

1. The Berkeley Public Library staff could have never absorbed the workload that Unique Management provides. The work is to involve, detailed and time consuming.

2. Unique Management has excellent customer services skills. As the manager of the General Services Division of the Berkeley Public Library, I have never received a patron complaint regarding this collection agency. This is amazing! With previous agencies we had constant complaints all the time.

3. The billing is very good and because of the company's good customer services skills owed money is collected and library material is returned.

4. Problems? During the library's transition to replace the Network Administrator, the collection agency procedure was not functioning. Unique Management worked with us until staffing was found and replaced. Millennium Circulation was added. Unique Management's team members flew in and spent time with us, had conference calls until everything was rolling smoothly along once again. They are to be commended.

Yes. Unique Management is a business, but it takes seriously the business of keeping their clients satisfied and has captured the needs and services the public library gives to it's patrons and Unique Management does this quite well.

I recommend Unique Management to the San Francisco Public Library.

Dolores Wright,
Circulation Services Manager

LOS ANGELES PUBLIC LIBRARY
Wed, 12 Feb 2003

I can briefly describe to you LAPL's experience with Unique Management. We have used Unique since November 2001 to recover materials which are at least 45 days overdue and which have a value of $50.00 or more.

One of the principal reasons we utilize Unique is because they possess the necessary interface to our automated circulation system (CARL) to electronically access the data needed to contact the patrons.

Unique's services have been successful, both as an incentive for patrons to return materials prior to them going overdue (we have seen a 30% decrease in overdue materials) and as a means of recovering materials which have been long overdue (in the first year, over 50,000 overdue items were returned to library shelves).

Additionally, the cash revenue generated by the program was more than the amount the library owed Unique Management.

Unique, unlike most other collection agencies, understands that our primary purpose in utilizing them is to recover overdue materials. We want the overdue materials back in circulation so others may make use of them. Most other collection agencies are only interested in recovering cash.

Unique has been very willing to work closely with LAPL in customizing the letters they send to our patrons and has provided us with very detailed monthly accounting of their recovery efforts.

Steve Newcomer
Director, Information Technologies & Collections
Los Angeles Public Library
213-228-7562

Oakland Public Library
Friday, 21 Feb 2003

We have been pleased with UMS. We have always found the customer service to be very prompt in responding to our questions. No question has gone unanswered.

We do receive complaints from patrons who are still being contacted after they have paid off most of their obligation even though they owe only $5. However, this is a setting that we chose to make, so it is not really a problem with UMS.

The service has been effective in getting patrons to return library materials and to pay their fines.

UMS is always on top of the daily transfer of files. If we ever miss a day, they ask us very promptly to verify that we were closed that day.

We also receive a monthly report that allows us to keep track of cash received, the value of material returned, and the amount our staff waived. This has made it very easy to justify the continued use of the service.

I hope that this helps.

Amy Apel
Supervising Librarian, Computer and Technical Services
Oakland Public Library

LIBRARY AFFIDAVIT:
EXPERIENCE WITH UNIQUE MANAGEMENT/RECOVERY OF LIBRARY MATERIALS:

PENINSULA LIBRARY SYSTEM

Peninsula Library System
Date Mon, 17 Feb 2003

PLS:
Atherton
Belmont
Brisbane
Burlingame
Cañada College
College of San Mateo
Daly City
East Palo Alto
Foster City
Half Moon Bay
Media Center
Menlo Park
Millbrae
Pacifica
Portola Valley
Redwood City
San Bruno
San Carlos
San Mateo
Sanchez
Skyline College
South San Francisco
Woodside

PLS has been using Unique Management Services for the past 3 or so years and have found them quite easy to work with. Materials are returned and patron good will remains high. If there are other questions you would like addressed, just let me know. I'm happy to help.

Gail McPartland
Assistant Director, Services
Peninsula Library System

LIBRARY AFFIDAVIT:
EXPERIENCE WITH UNIQUE MANAGEMENT/RECOVERY OF LIBRARY MATERIALS:

Rancho Cucamonga Public Library

From: "Schneiderwent, Karen"
Kschneid@ci.rancho-cucamonga.ca.us

Date: Thu, 13 Feb 2003 15:18:53 -0800

Rancho Cucamonga Public Library has been contracting with Unique Management Services since March of 1997. Our library circulates approximately 69,000 items per month. We had been using a small local library collection agency for our collections and were not having much success in getting our items returned or collecting fines and charges.

The personnel at Unique collections has been extremely helpful in setting up our program initially and in keeping things running smoothly over the years. The way in which they try to collect by personal phone calls and letters seems to be working very well for us and our return rate is very good. Unique has been very responsive to any problems or questions that arise and have been able to find solutions for most. We recently raised the fee which we charge patrons who are sent to collections from $15.00 to $20.00.

At this time when everyone is having budget problems it is mandatory that we have our items returned or paid for since we may not have the money to replace the items otherwise.

If you have any questions please feel free to call me or my boss Robert Karatsu.

Karen Schneiderwent,
Circulation Supervisor
Rancho Cucamonga Public Library
(909) 477-2720 ext 5003

LIBRARY AFFIDAVIT:
EXPERIENCE WITH UNIQUE MANAGEMENT/RECOVERY OF LIBRARY MATERIALS:

SAN BRUNO PUBLIC LIBRARY

San Bruno Public Library
Date: Fri, 14 Feb 2003 10:53:49 -0800

I have worked at the San Bruno Library for 29 years. We've tried a lot of different methods of material retrieval over that time and nothing has worked as well as Unique Management.

We began using Unique in April 2000. I have not had ONE complaint from patrons about their methods or the $10 collection fee. The Debt Collect software interfaces with our Dynix circulation system so there is virtually no chance that an account paid will not be properly cleared (this was a consideration with other collection agencies we investigated). There is no longer any need for staff to spend time trying to call patrons to follow up on long overdue materials.

It's difficult to deal with the actual dollars saved because Unique bills for each account they deal with and much of the recovery dollars are the value of the material retrieved. But let me give you a capsule statistic: The charges to San Bruno for the number of accounts activated in 2002 was $1226.15. During 2002, I received in the mail 15 checks or money orders enclosed with the Unique notices totalling $860.32. Before Unique, I NEVER got checks in the mail. I have received checks from out-of-state from patrons who "skipped"--that was unheard of before. More importantly, we get materials back. Often they're just dropped off, so when we discharge the items, we can see that they are Unique accounts. The patrons who do this will not be able to borrow until their fines and the collection fee are cleared, but our materials are back in circulation.

Having a "third party" organization handling the most recalcitrant borrowers takes a lot of stress off of staff. Sometimes being able to say sympathetically, "You'll want to clear this up as soon as possible before it automatically goes to the collection agency" gets results. As a citizen as well as a library worker, I am glad to have the Unique process in place to provide a consistent, "gentle" process for retrieval of what I pay for with my tax dollars.

Maryanne Dornlas
Circulation Services Supervisor
San Bruno Public Library
701 Angus Ave. West
San Bruno, CA 94066
650-616-7079

LIBRARY AFFIDAVIT:
EXPERIENCE WITH UNIQUE MANAGEMENT/RECOVERY OF LIBRARY MATERIALS:
SAN JOSE PUBLIC PUBIIC LIBRARY

San Jose Public Library
February 21, 2003

Unique Management does a great job for San Jose Public Library. Here are a few reasons to use Unique Management rather than staff to retrieve outstanding overdues.

1. Unique Management staff are professionals. Their staff is trained to make collection contacts with borrowers. Their goal is to retrieve the materials while maintaining customer goodwill. While library staff can do an acceptable job of collection processes, they are not as effective as the Unique Management staff who is trained in collection methods. Because this is the focus of their business, they can perform collection processes in a much more cost and time efficient manner than library staff

2. When San Jose Public Library staff performed the collection tasks they didn't view the assignment with pleasure or as a growth opportunity. Either it was a.) viewed as an onerous task and as a result one that most staff didn't enjoy or excel in, or b.) staff became overzealous in their pursuit of an individual delinquency. In either case, staff who were assigned to collection tasks became distrustful and began seeing each borrower as a potential delinquent overdue instead of a customer borrowing materials.

3. Staff assigned to the collections task burned out quickly. There isn't a great deal of gratification in the task and staff felt as though they only experienced the negative side of borrower interaction.

4. Library borrowers respond to the a third party much more readily than they do to numerous contacts from the library. SJPL sends a first notice and a bill. If the items are not returned as a result of these two contacts, and the threshold for number of items or cost of items is met, Unique Management sends out a letter saying that the account is about to be referred for collection. They also inform borrowers that further fees can be avoided if the materials are returned immediately. We receive the greatest return response from this letter. There is an immediacy imparted that cannot be duplicated by the library sending numerous notices or making phone contact.

5. The experience with Unique has never caused ill will with a borrower. The borrower may be upset that they have been referred to a collection agency, but never with the treatment they receive from Unique. Staff feels comfortable and confident that referrals to Unique are handled in a positive manner. As a result, they don't feel intimidated by the fact that we do use a third party retrieval service, rather they appreciate that the workload is handled so efficiently and that library materials are being retrieved.

Please let me know if there is any additional information needed. It is the exception to find an outside vendor who understands the needs of library customers and staff. Unique Management is truly an organization who "gets" what we are trying to do in the library and matches their goals to ours.

Jeanne LoFranco
Circulation Manager
San Jose Public Library

Santa Cruz Public Library
From: Susan Elgin <ELGINS@santacruzpl.org>
Date: Thu, 13 Feb 2003 12:25:02 -0800

We are a DRA system. We used Wanda Weldon (Transworld Systems) before Unique Management Systems.

We pay a straight fee to Unique and that covers all the calls, letters, 3 ways of finding bad addresses, and we have them report our non-payers to the credit bureaus. Currently we add a $10.00 surcharge to each of the folks who have overdue accounts. This charge is the last item to come off the record. This way a patron is not cleared to check anything out until the surcharge is paid.

It was work for us in the first place setting up what we wanted to send them...we send folks either with a lost book..or folks that have more than $25.00 in fines.

Our Head of Circulation had a lot of worries and concerns as we went into this. He is very pleased now.
We have not had complaints from the public.

Susan Elgin
Asst. Director
Santa Cruz City-County Library System

San Joaquin Delta College
Date: Tue, 18 Feb 2003 10:57:35 -0800

I've been a client of unique management for over 8 years, at two different libraries, and have always found them to be very accurate, helpful, and, most importantly, effective.

I send my highest recommendation to you.

Steve Schermerhorn
San Joaquin Delta College
Stockton, Ca 95207
(209) 954-5152

LIBRARY AFFIDAVIT:
EXPERIENCE WITH UNIQUE MANAGEMENT/RECOVERY OF LIBRARY MATERIALS:

SEATTLE PUBLIC LIBRARY

Seattle Public Library
From: Jill Jean" Jill.Jean@spl.org
Sent: Thursday, February 5, 2003

We have had great success here in Seattle with the use of the UMS collection system.

We piloted the project back in Sept. 1999, and it has worked out very well.

UMS has been particularly responsive to our needs for caring customer service and sensitive to our patrons who have cultural differences.

Over the course of the program we have collected over $250,000 (net after expenses), but more importantly have gotten back over one million dollars worth of materials… one box of videos was even returned from Thailand.

Our UMS contact here at Seattle Public Library is Megan Taylor, Head of Borrowere Services, who can be reached at (206) 386-4190

Jill Jean
Head: Seattle Central Library

LIBRARY AFFIDAVIT:
EXPERIENCE WITH UNIQUE MANAGEMENT/RECOVERY OF LIBRARY MATERIALS:

Solano County Library/Solano, Napa, & Partners (SNAP)

From: "Lynne Williams" <lwilliam@soar.snap.lib.ca.us>
Date: Thu, 13 Feb 2003 15:06:25 -0800

I understand that San Francisco Public Library is interested in Unique experiences in California.

You can put Solano down as an extremely satisfied customer.

We've been using Unique for about two years now. The implementation of the interface between our CARL circ module and Unique went very well.

The staff at Unique were very helpful in getting our accounts set up.

Having Unique handle our collections accounts has lifted a huge burden from the shoulders of our circulation staff. The return of materials and collection of delinqencies is well worth the investment.

If I can answer any specific questions, don't hesitate to contact me.

Lynne Williams
Administrative Librarian, Automation/Technical Services
Solano County Library/Solano, Napa, & Partners (SNAP)
1150 Kentucky Street
Fairfield, CA 94533
707/421-6560 voice
707/421-7474 fax
lwilliam@snap.lib.ca.us

"Change is inevitable; suffering is optional"

LIBRARY AFFIDAVIT:
EXPERIENCE WITH UNIQUE MANAGEMENT/RECOVERY OF LIBRARY MATERIALS:

VENTURA COUNTY PUBLIC LIBRARY

Ventura County Library:
Wed, 19 Feb 2003

We began our arrangement with Unique Management at the end of 2001.

Our collection agency prior to that was in Orange County, and required a staff member to run Dynix Recall statements and send them manually. (The criteria we used for the former collection agency did not include children and had a higher threshold.)

The three month trial with Unique brought up a couple issues for the staff:

1) Staff wanted a “Thank You” letter to go out when a balanced had been cleared, and

2) a “Partial Payments” form needed to be created between the library and the patron who made arrangements to repay, which would stop the UM letters and phone calls.

We have had good response to the program even though we have added juveniles to collections. Our current threshold is $40.

We have received many more items back than previously.

We have been pleased with the program.

Mark Lager
Library Automation Manager
Ventura County Library
196 S. Fir St.
Ventura, CA 93001

19 East Maple Street
Jeffersonville IN 47130-3541
RETURN SERVICE REQUESTED

UNIQUE National Collections

September 16, 2002

Any Public Library
Attn. Circulation
456 Any Street
Anytown US 12345

283755-001
To the Parents/Guardian of:
Jane Doe
119 East Maple Street.
Jeffersonville IN 47130

Account # 2356984563225
Amount: $ 100.00

Past Due Balance

Detach Upper Portion And Return With Payment

Account #: 2356984563225
Any Public Library

Total Due: $ 100.00

This is an attempt to collect a debt and any information
obtained will be used for that purpose.

Your account has been referred to Unique National Collections by the Any Public Library. Return of past due materials and payment of fines/fees will ensure that your account is cleared with Unique National Collections and the Library. Fines must also be paid even if the materials are returned.

The Library has requested that we provide you a courtesy notice. It is our hope that you will respond so this matter can be resolved. The Any Public Library would like to have you, again, as a patron in good standing.

To clear your account, please return past due materials, if you still have them, to any Any Public Library location and pay your outstanding fines. If you have misplaced the materials, or if you have returned the materials and have not yet paid your fines, please send your check in the amount of $100.00 to Any Public Library, Attn: Circulation, 456 Any Street, Anytown, US 12345. On your check, reference account No. 2356984563225.

If you have any questions, please call (555) 123-4567 during regular business hours.

Charles L. Gary
Collection Manager

Unless you notify this office within 30 days after receiving this notice that you dispute the validity of this debt or any portion thereof, this office will assume this debt is valid. If you notify this office in writing within 30 days from receiving this notice, this office will obtain verification of the debt or obtain a copy of a judgment and mail you a copy of such judgment or verification. If you request this office in writing within 30 days after receiving this notice, this office will provide you with the name and address of the original creditor, if different from the current creditor.

3OUNIQ16001

119 East Maple Street
Jeffersonville IN 47130-3541
RETURN SERVICE REQUESTED

UNIQUE National Collections

September 16, 2002

Any Public Library
Attn: Circulation
456 Any Street
Anytown US 12345

283755-002
To the Parents/Guardian of:
Jane Doe
119 East Maple Street
Jeffersonville IN 47130

Account # 2356984563225
Amount: $ 100.00

Past Due Balance

Detach Upper Portion And Return With Payment

Account #: 2356984563225
Any Public Library

Total Due: $ 100.00

This is an attempt to collect a debt and any information
obtained will be used for that purpose.

We notified you approximately three weeks ago that you had an overdue balance with the Any Public Library. To date, the Library has not yet notified us that you have cleared your account

Should you ignore this notice, we want to bring certain facts to your attention. We may request permission from the Library to report this debt to national Credit Reporting Agencies. Notice of your non-payment may be made available to credit grantors and others who may seek your credit history. Once reported, this adverse information can stay on your record for up to SEVEN YEARS. Why allow this to happen?

We feel sure you will agree that response is the best solution If you have additional past due materials, they can be returned to any location of the Any Public Library. If you have misplaced the material, or if you have returned the material and have not yet paid your fines, please send your check or money order in the amount of $100.00. Cash payment cannot be accepted by mail.

If you have any questions, please call (555) 123-4567 during regular business hours.

Charles L. Gary
Collection Manager

Unless you notify this office within 30 days after receiving this notice that you dispute the validity of this debt or any portion thereof, this office will assume this debt is valid If you notify this office in writing within 30 days from receiving this notice, this office will obtain verification of the debt or obtain a copy of a judgment and mail you a copy of such judgment or verification If you request this office in writing within 30 days after receiving this notice, this office will provide you with the name and address of the original creditor, if different from the current creditor.

[illegible]

119 East Maple Street
Jeffersonville IN 47130-3541
RETURN SERVICE REQUESTED

UNIQUE National Collections

September 16, 2002

Any Public Library
Attn: Circulation
456 Any Street
Anytown US 12345

283755-003
To the Parents/Guardian of:
Jane Doe
119 East Maple Street
Jeffersonville IN 47130

Account # 2356984563225
Amount: $ 100.00

Past Due Balance

Detach Upper Portion And Return With Payment

Account #: 2356984563225
Any Public Library

Total Due: $ 100.00

This is an attempt to collect a debt and any information
obtained will be used for that purpose.

The Any Public Library has notified us that you have responded recently to reduce your past due balance that we recently rote you about. The Library has asked us to contact you again because there is still a $100.00 past due balance.

The $100.00 owed is still an open collection account that must be resolved to clear your record. If you are unable to pay the entire amount, please contact any location of the Any Public Library. They will be happy to work with you to resolve this debt over time.

If the Any Public Library does not hear from you, they will have no choice but to assume you do not plan to resolve the outstanding debt. I urge you to send your check or money order in the amount of $100.00 to Any Public Library, Attn: Circulation, Anytown, 456 Any Street, US 12345. On your check please reference account no. 2356984563225.

If you have any questions, please call (555) 123-4567 during regular business hours.

Charles L. Gary
Collection Manager

Unless you notify this office within 30 days after receiving this notice that you dispute the validity of this debt or any portion thereof, this office will assume this debt is valid. If you notify this office in writing within 30 days from receiving this notice, this office will obtain verification of the debt or obtain a copy of a judgment and mail you a copy of such judgment or verification. If you request this office in writing within 30 days after receiving this notice, this office will provide you with the name and address of the original creditor, if different from the current creditor.

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119 East Maple Street
Jeffersonville IN 47130-3541
RETURN SERVICE REQUESTED

UNIQUE National Collections

September 16, 2002

Any Public Library
Attn. Circulation
456 Any Street
Anytown US 12345

283755-004
To the Parents/Guardian of
Jane Doe
119 East Maple Street
Jeffersonville IN 47130

Account # 2356984563225
Amount: $ 100 00

Past Due Balance

Detach Upper Portion And Return With Payment

Account #: 2356984563225
Any Public Library

Total Due: $ 100.00

This is an attempt to collect a debt and any information
obtained will be used for that purpose.

Your account is now in our Credit Reporting Department Your name may be reported to the nation's largest Credit Reporting Agencies. Notice of non-payment may be made available to credit grantors including car dealers, finance companies, banks, department stores and others who may seek your credit history. Once reported, this adverse information can stay on your record for up to seven years!!! Why allow this to happen?

Return past due materials to any Any Public Library location and pay the outstanding fines/fees. If you have misplaced the materials, or if you have returned the materials and have not yet paid your fines, please mail your check for $100.00 to: Any Public Library, Attn: Circulation, 456 Any Street, Anytown, US 12345.

If you are unable to pay the entire amount, contact Any Public Library at (555) 123-4567.

Charles L. Gary
Collection Manager

Unless you notify this office within 30 days after receiving this notice that you dispute the validity of this debt or any portion thereof, this office will assume this debt is valid. If you notify this office in writing within 30 days from receiving this notice, this office will obtain verification of the debt or obtain a copy of a judgment and mail you a copy of such judgment or verification If you request this office in writing within 30 days after receiving this notice, this office will provide you with the name and address of the original creditor, if different from the current creditor.

[illegible]

DELINQUENT REVENUE SECTION
OFFICE OF THE TREASURER & TAX COLLECTOR
CITY AND COUNTY OF SAN FRANCISCO
Street Address: #1 Dr. Carlton B.Goodlett Place, City Hall, Room 110, San Francisco, CA 94102
Mailing Address: P.O Box 7426, San Francisco, CA 94120-7426

SUSAN LEAL
Treasurer

GEORGE PUTRIS
Tax Administrator

February 14, 2003

MARGARITA'S TEST
1111 SOMEWHERE
LOS ANGELES CA 90032

RE: YOUR CREDITORS
ACCOUNT NO: 68670600128
DATE:11-04-84

AMOUNT DUE: $ 124.67

NOTICE OF DELINQUENCY

Your account has been referred to this office for collection.

To avoid further collection, you should pay this amount immediately or contact this office within ten (10) days to provide a valid reason for non-payment, or to exercise any appeal right. If this office does not receive payment or a response within ten (10) days, from the post-marked the claim is assumed valid, and we shall proceed with enforced collection as authorized pursuant to the San Francisco Administrative Code, Section 10.39. Additional collection fees will continue to accrue accordingly.

To insure that you receive proper credit, please include the bottom part of this letter with your check or money order.

Questions concerning this claim should be directed to this office between the hours of 8:00 A.M. to 5:00 P.M., Monday through Friday.

Respectfully yours,

- -

Cecilia Wood
Bureau of Delinquent Revenue
(415) 554-4418

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MARGARITA'S TEST
1111 SOMEWHERE
LOS ANGELES CA 90032

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DELINQUENT REVENUE SECTION
OFFICE OF THE TREASURER & TAX COLLECTOR
CITY AND COUNTY OF SAN FRANCISCO
Street Address: #1 Dr. Carlton B Goodlett Place, City Hall, Room 110 San Francisco CA 94102
Mailing Address: P.O Box 7426, San Francisco, CA 94120-7426

SUSAN LEAL
Treasurer

GEORGE PUTRIS
Tax Administrator

February 14, 2003

MARGARITA'S TEST 27
1111 SOMEWHERE
LOS ANGELES CA 90032

RE: YOUR CREDITORS
ACCOUNT NO: 68670600128
DATE: 11-04-84
AMOUNT DUE: $ 124.67

FINAL NOTICE OF DELINQUENCY

You were given ample opportunity to clear your account. Since you did not respond to our initial notice, your debt is assumed valid, and appeal rights waived. We will further assume that you are evading payment of the the balance due. Therefore, we are informing you that this office will either initiate legal action or refer your account to a licensed collection agency to protect the interest of the City and County of San Francisco. This action may affect your credit. Additional collection fees will continue to accrue accordingly.

Enforcement of judgment remedies include, but not limited to, wage garnishment, levy of bank accounts and personal property, recordation of abstract of judgment in any county where you may own property, and offset of your state income tax refund. This judgment lien will be a public record and may be inspected by credit agencies, and other interested parties. This judgement will accrue interest and costs.

To avoid additional expense due to continued collection, litigation or direct contact by a licensed collection agency, please send your remittance today. Please include the bottom part of this letter with your remittance for proper credit.

Questions concerning this claim should be directed to this office between the hours of 8:00 A.M. TO 5:00 P.M., Monday through Friday.

Remit payment to: Delinquent Revenue Section, P.O. Box 7426, San Francisco CA 94120-7426.

Respectfully yours,

- -

Cecilia Wood
Bureau of Delinquent Revenue
(415) 554-4418

MARGARITA'S TEST 27
1111 SOMEWHERE
LOS ANGELES CA 90032

000100000027100146134000000011460

Wall of Library Heroes

The San Francisco Public Library wishes to create a *Wall of Library Heroes* to honor its history and the citizens who believed in the importance of a great public library system to the intellectual, cultural, political, educational and economic development of this City *and did something about it.*

The Wall

The Larkin Street entrance to the New Main Library, just inside the first set of doors and before the second set, on the long curved wall, will serve as the new ***Wall of Library Heroes***.

Starting at the left side under the first up-light, there will be a series of plaques, which, over the decades, could wrap around the room. Each could be a 3 foot by three foot square, matching the size of the existing squares of Sierra white granite currently on the walls. Simon Martin-Vegue Winkelstein and Moris, architects involved in the building of the New Main, are developing a coherent design proposal for the plaques, including type, layout, style and materials. They will present their proposals to the Library Commission for approval. The Friends & Foundation have generously agreed to underwrite the project costs.

Library Heroes & History

The first plaque is for the dedication of the New Main library to those heroes who made this building possible. Over the decades, a handful of civic leaders waged a tireless campaign for bigger budgets, more books, new facilities, a new Main library, professional staff, expanded and diverse programs. They organized politically, raised money and fought tirelessly against the odds year after year. It is intended to be an ode to those who dreamed big and worked tirelessly to create something tangible for future generations. It also gives thanks to the people of San Francisco for their faith and support.

This is not a naming of the building but a dedication, honoring those who made it happen. Many believe that it would not be appropriate to name the Main Library after any individual or organization. But it is appropriate and important to dedicate the building to those who made it happen so history is recognized and future generations can understand the linkage between quality of life and civic leadership.

The second and subsequent plaques will tell the library's history, generally through very short stories, based on key dates. The initial set starts with the creation of the library system in the late1870s and ends in early 2003 with the creation of this Wall of Library Heroes. The content leans heavily on the excellent library history written by Peter Booth Wiley in his *A Free Library in this City*. Since the Dedication Plaque focuses on the last 50 years, these initial history plaques will also take the same emphasis.

The library will maintain this history of the library as part of an online database that will make it available more widely and allow for use with talking text and related applications for the visually impaired. Over the decades, future Commissioners may add additional plaques with milestones as the library system grows, serves the city and its people and new generations of heroes emerge.☐

Keepers of the Dream

Our free public library is a cultural institution unlike any other.

Inside is the history of the world, our greatest literature, ideas to strengthen our democracy, insights into science and business. It is a house of books and an electronic discovery center. You can travel to the stars or inside an atom, sail on a pirate ship or take any journey of the imagination. It is a magical place for children, a workroom for writers, a treasure chest for scholars. It is an educational and cultural resource. It reflects and respects our social diversity. It is a champion of intellectual freedom. It is this and more.

Yet the library is fragile, depending on elected officials who care, the good will of voters, the talent of its staff and citizens who understand its purpose and champion its cause.

The San Francisco Public Library struggled from the beginning, its history a mixture of inspired leadership and long periods of civic disinterest.

In the late 1950s, after years of decline, the San Francisco Public Library found its modern day angels.

Imbued with civic spirit, a group of citizens demanded change. A great city, they argued, needed a great public library system. They dreamed big and worked tirelessly to create something tangible and important for future generations.

Their struggle lasted 40 years.

Charming or feisty, depending on the situation, often audacious, sometimes controversial, they made all the difference.

Many shared the dream and worked to achieve it. We honor them and thank the people of San Francisco for their faith and

support. A few of the names and some of the history are inscribed on this Wall of Library Heroes.

We also offer special recognition to three for extraordinary leadership, vision, and tenacity, inspiring others to join the cause. This trio led the effort through the decades, never losing hope, never accepting defeat, never forgetting the dream:

Marjorie G. Stern
Mary Louise Stong
Margaret 'Mig' Mayer

This building is hereby dedicated to their civic spirit, their selfless leadership, their devotion to the ideals of a public library, and to the passion that made them keepers of the dream.

We are grateful.

Willie L. Brown, Jr.
Mayor

San Francisco Public Library Commission
Charles A. Higueras
President
Carol Steiman
Vice President
Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

April 4, 2003

DRAFT

SF
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4/1/03

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT
APR 2 2 2003
SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, April 1, 2003

The San Francisco Public Library Commission held its regular meeting on Tuesday, April 1, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:06PM.

The following members were noted present: Commissioners Bautista, Coulter, Higueras, Steiman, Streets and Strobin. Commissioner Chin's arrival was expected to be delayed.

AGENDA ITEM #1 APPROVAL OF THE MARCH 4, 2003 MINUTES

Public comment on AGENDA ITEM #1 APPROVAL OF THE MARCH 4, 2003 MINUTES

Anonymous member of the public noted that the copies of the minutes and attachments were in separate stapled groups suggesting that they should be together in one document. This person noted the Commission Secretary's explanation for the questionable grammar used in reporting some public comment was the result of efforts to protect even gender anonymity. This person noted that a request for clarification of a public comment by this individual related to the elimination of the Easter closure of libraries requested by President Higueras had been made. The anonymous member of the public found these Minutes generally reflective of what was said. Mr. Ed Regan noted that his comments were accurately reported. Mr. Peter Warfield voiced several objections to these minutes citing a page 3 report of Commissioner Coulter's comments and the Commission's action to place last on the list any proposed reduction in the book budget. Mr. Warfield also found lacking the absence of a report of his questions regarding any impact the elimination of the Chief of IRMO and a librarian position might have on the acquisition of books and a dearth of details of the discussion on the strategic plan.

Commission discussion of AGENDA ITEM #1 APPROVAL OF THE MARCH 4, 2003 MINUTES

In response to a question by President Higueras, the Commission Secretary confirmed that the Minutes accurately reported the Commission's revision of the additional 5% contingency budget reduction plan priorities placing the book budget reductions last on the list.

MOTION: by Commissioner Streets, seconded by Commissioner Chin for approval of the Minutes of March 4, 2003.

ACTION: AYE 7-0 (Chin, Bautista, Coulter, Higueras, Steiman, Streets, and Strobin)

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth presented a report (copy attached) on anti-war demonstrations on the Larkin Street steps, impacts of the proposed 2003/04 State Budget, State Legislative Day activities, SFPL participation in the "Imagine it, explore it, create it" Conference, SFPL participation in the Urban Libraries Council Executive Leadership Institute, the City's proposed cell phone legislation. the publication of "Inscriptions", and exhibits and programs.

Public comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public expressed interest in the publication of Inscriptions, noting that they had visited the old Main Library now the new Asian Art Museum and reported that the architect had highlighted rather than destroyed the virtues of the building. This person suggested that this vindicated the position of those such as themselves who had been accused of small-mindedness for advocating the building be retained for the library. Thus person also lauded the Schmulowitz exhibit. Mr. Peter Warfield noted that there had been a revised version of the Minutes that he had not been aware of and suggested that the proposal for a $1 charge for borrowing materials by non-residents did not seem likely to raise much money. Mr. Warfield commented that California residents could apply for a number of library cards where they lived and worked and thereby avoid such charges. Mr. Warfield found the publication of the Old Main Library inscriptions nice, noting that it provided a record memorializing them, and inquired about how to obtain a copy. Mr. ed Regan found the report good and suggested that creation of a statewide library card good at all libraries including university libraries would eliminate that problem and should not cost very much. Ms. Deborah Doyle, Library BALIS representative, informed the Commissioners of the hard work librarians throughout the Bay Area had been doing to facilitate sharing of materials. She pointed out if a charge had to be imposed, it might make users more aware of the success of that effort. Ms. Doyle urged that everyone write to their legislators to prevent reductions in library funding, noting that such letters do make a difference.

Commission discussion of AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

Vice President Steiman echoed Ms. Doyle's urging that everyone work to protecting library funding and expressed appreciation of the beautiful photographs in the "Caves" exhibit in the Jewett Galley. Commissioner Coulter called attention to and commended the hanging of the City & County, California, and United States flags in the Larkin Street lobby area. President Higueras commended Deputy City Librarian Paul Underwood for his leadership on the Urban Libraries Council grant. Commissioner Bautista reminded everyone of this year's Effie Lee Morris Lecture.

AGENDA ITEM #3 MAIN LIBRARY POE QUARTERLY REPORT

City Librarian Susan Hildreth gave a detailed overview report (copy attached) and background on recent projects and the proposed next steps in addressing Main Library improvements identified in the Post Occupancy Evaluation Report (POE) that she noted could be completed by March of 2005.

Ms. Hildreth then introduced, Kathy Lawhun, Chief of the Main Library, who provided additional details on the specific of plans for carrying out the proposed Main Library improvements beginning with repairs on the seismic joint, the Grove Street entry area, the Hyde Street door, repairs to damaged granite surfaces, resurfacing of damaged tabletops, resurfacing damaged elevator interiors, removing the lockers and replacing them with exhibit cases. Ms. Lawhun then discussed the new Main Library Signage being crafted and prepared for installation, the proposed relocation of the sorting room to the 1st Floor, and work being planned by library consultant Mike White to redesign the Borrowers' Services area in ergonomic manner and reconfigure the way it made services available benefiting both library staff and the public. She reported that preliminary sketches would be ready by the end of April, and that hopefully the design could then be finalized during the next six months.

Public comment on AGENDA ITEM #3 MAIN LIBRARY POE QUARTERLY REPORT

An anonymous member of the public found the information presented in response to public inquiries regarding progress in addressing POE related issues helpful, but inquired regarding what was meant by expansion of 1st Floor public services, what were they and what would they look like? This person noted that if new signage was being installed now would not all these changes require that the new signs be changed again in the near future? Mr. Peter Warfield complained that as he saw it books were the core of the library and there was no mention of books in the report nor any report on what he found to be a main emphasis of the POE, creation of more space for books. Mr. Warfield requested more details of what the proposed Borrowers' Services changes might be. Mr. Ed Regan suggested improved signage to help people find materials, relocating the circulating collection to the 1st Floor, and recommending that more space be provided for non-fiction on the first floor. Mr. Regan also suggested that the drinking fountains be made the responsibility of the city's Water Department.

Commissioner discussion of AGENDA ITEM #3 MAIN LIBRARY POE QUARTERLY REPORT

In response to a query by Vice President Steiman, Ms. Lawhun outlined expanding the first Stop area stacks and the proposed shift of popular fiction from the 3rd to the 1st Floor and the possible interfiling of video/cd/dvd materials in the new shelving arrangement. Ms Lawhun noted that some small staff work areas in what is currently Technical Services area will be retained, circulation services would be concentrated in one area, the Information Desk would be more visibly located, and more areas for open stacks for books and materials created. Ms. Lawhun noted that there were still unanswered questions regarding air circulation and the allowable weight loading in some of the proposed new public services sections of the 1st Floor. In response to a question by Commissioner Chin, Ms. Lawhun reported that the City Librarian would bring the developed concept to the Commission next fall and if approved construction would occur from the end of 2003 into 2004. Ms. Lawhun noted that there would be regular reports with opportunity to comment during the course of the project. Responding to Vice President Steiman, Ms. Lawhun indicated Deaf Services

The number of members of the public who spoke anonymously at this meeting. 1

location would remain unchanged. Ms. Lawhun confirmed to President Higueras that every effort would be made to minimize the project's impact on public services, reporting that Rich Walsh had been doing extensive pre-construction planning with Trico. In response to a question by President Higueras, Ms. Hildreth reported that she would provide the Commission with regular updates on the work and that the project would be closely supervised by Rich Walsh and Matt Smyth with consulting by the Bureau of Architecture. In answer to a question by Commissioner Bautista, Ms. Lawhun confirmed that new permanent desks would be created and some acoustical concerns would be addressed in Phase 1 and 2 planning. Ms. Hildreth then discussed the flexibility being built into the new signage program and noted that some of the new signage had been developed as a result of needs identified by the temporary signs applied to some building walls. Ms. Hildreth additionally pointed out that the information on ergonomically designed service desks could be adapted for use in Branch Improvement Program projects as well. In response to a question, Ms. Lawhun discussed the ongoing problems at the Hyde Street staff entrance, expressing a hope that moving the door outward might reduce some of the problems. Ms. Hildreth explained to Commissioner Coulter that the laminate chosen to repair damaged desktop was an excellent match with the original finish and had the added benefit of being easy to repair or replace by library staff.

AGENDA ITEM #4 FUHRMAN FUND UPDATE

City Librarian Susan Hildreth clarified that this report on the Fuhrman Trust was for the current year rather than 03/04 as had been mistakenly reported on some copies of the agenda. Library Chief of IRMO, Roberto Esteves then presented an extensive and detailed overview (copy attached) of the history of the Fuhrman Bequest from its beginning in 1941. Mr. Esteves noted that Mr. Fuhrman's will divided income from his gift between the Library for use in acquisition of supplementary materials on politics and economics and the Recreation and Park Department for the adornment of Golden Gate Park. The Chief of IRMO then described the real estate and oil lease assets that generated revenues for the bequest and reported $1,803,000 as the current principle amount. Mr. Esteves then discussed in some detail the way in which the funds had been spent by the Library and reported details of unsuccessful legal challenges to the Library's uses of the fund. Mr. Esteves called attention to the significant benefits to the collection resulting from access to serial publications funded by the Fuhrman Bequest, noting it provided the margin of excellence in several important areas, such as international trade directories, investment related materials, and vital business, government, and economic databases. The Chief of IRMO reminded the Commissioners that as the Library was a federal depository library, a repository for State of California records, and served as the city's official posting site and City Archives, the assistance provided by the Fuhrman Bequest facilitated expanded collection access for the public. Mr. Esteves then outlined the process used to develop and maintain a pre-selected list of qualified materials that could be purchased with Fuhrman Bequest funds, noting that $190,000 had be spent so far and estimating that a total of $330,000 would be spend by the end of the year.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Public comment on AGENDA ITEM #4 FUHRMAN FUND UPDATE

An anonymous member of the public commented that it was a positive sign that this item was on the agenda but that they remained unsatisfied with the report. This person challenged the appropriateness of the Library's choice of materials purchased with Fuhrman Bequest funds, questioned how economics became defined as business, and emphasized that these funds were to be used to acquire supplementary materials. This person questioned if these materials met the standards set out in Mr. Fuhrman's will. Mr. Ed Regan found the report informative and noting that politics covers a lot of ground suggested the acquisition of more materials on the 50 state governments to be made available in branch libraries and at the Main. Mr. Peter Warfield expressed appreciation for the information provided but found it incomplete, raising questions regarding the cost of materials, and finding the choices too narrowly technical to be of interest to the general reader. Mr. Warfield asked how the choices were made, who made them, and how were these choices changed over time.

Commission discussion of AGENDA ITEM #4 FUHRMAN FUND UPDATE

Vice President Steiman noted that the purpose of the Fuhrman Bequest was to provide supplementary materials to enhance the quality and depth of collections of materials for general readers that would be acquired by the general book budget. In response to questions by President Higueras, Mr. Esteves detailed the process used to set up the general order for materials such as periodicals or those published irregularly through blanket orders which he noted were now periodically reviewed by collection librarians to evaluate how these materials met users' needs. Mr. Esteves noted that in general such lists remain fairly stable from year to year and reported approximately $800,000 was used for such standing orders. Commissioner Chin called attention to the importance of databases in providing great expansion of accessm to needed sources of information, pointing that the contemporary explosion of facts was not confined to just books. Commissioner Bautista inquired if there was any commemorative signage calling attention to Mr. Fuhrman's contributions to the Library and suggested that such recognition should be considered. In response to a question by Commissioner Streets, the City Librarian reported that while it was not clear that the Commission had set a fixed policy after discussing the status of the Fuhrman Trust in 1998, it had been the practice of the library to spend only the income, around $300,000 derived each year.

AGENDA ITEM #5 AFFINITY CENTERS UPDATE REPORT

Ms. Kathy Lawhun, Chief of the Main Library, introduced Ms. Estella Manila of the Filipino American Center and Ms. Andrea Grimes of the Marjorie G. and Carl W. Stern Book Arts & Special Collections Center for update presentations on recent activities in their departments.

Ms. Grimes reported the history of the Stern Book Arts & Special Collections Center since it was organized in 1964 to centralize all of the Library's diverse special collections. Ms. Grimes called particular attention to the Schmulowitz Wit & Humor Collection, the Robert Grabhorn History of Printing and the Development of the Book Collection, and the Richard Harrison Collection of Calligraphy and Lettering as among the crown jewels of a very rich group of library collections.

Ms. Grimes then discussed the reference work, collection development, collection maintenance and cataloging, teaching classes, and many outreach activities through exhibits and associated programming done by the Center's three person staff, Asa Peavy, Susie Taylor, and Ms. Grimes. Ms. Grimes then presented an overview of recent exhibits and associated programs and called particular attention to "A Wild Exactitude" the New Yorker Magazine 1925-1950, magazine cover art from the Schmulowitz Collection open in April and May 2003 with a reception on April 12 in the Skylight Gallery. The Book Arts & Special Collections Librarian then discussed the publication of Inscriptions, by the Library in conjunction with the Book Club of California that highlights the historic Edward Robeson Taylor inscriptions in San Francisco's Old Main Library. Ms. Grimes then reported on other upcoming exhibits and programs including "Money to Burn" opening April 19th, "Form follows Content" on April 23rd, and "Calligraphia", the only such national calligraphic event now in its 30th year on June 1st. Ms. Grimes called the Commissioners' attention to the eight exhibits, the very popular book appraisal clinic, and the publication of not only "Inscriptions" but also a book highlighting the scholarly work on the Zaph's, internationally renowned German graphic designers exhibited at the Library "Zaphfest" last year. Ms. Grimes noted that the *San Francisco Bay Guardian* had honored the little magazine collections as a "Best of the Bay", and called attention to the many class visits to the Department during the past year as well as an ongoing calligraphy study group, improvements to the homepage, and gifts received.

Ms. Estella Manila, the Filipino American Center Librarian, then presented a report of activities at the affinity center located on the Main Library's 3rd floor international Center since its opening in 1966. Ms. Manila noted the Filipino American Center was the only one of its kind in the country tracing the 400 year history of the Filipino American Community and highlighted the wide variety of programs and exhibits that the center had held during recent years. Ms. Manila called attention to a bi-lingual English and Filipino book club which the Center had created to foster continued reading of Filipino literature in the original languages continuing the Center's efforts to serve as a bridge between the Filipino American Community and the Philippines. Ms. Manila reported on the Center's very successful six year history of two day independent film/video festivals that facilitated bringing Filipino and Filipino American filmmakers' visions to a wider audience and called attention to the League of Filipino Students "Images of the Philippines" exhibit. The Filipino American Center Librarian then discussed in some detail planned programs for the coming months. The Filipino American Center's Librarian then reported on the May book launch of a history of Maniliatown reflecting the story of the I-Hotel and events in June honoring Philippine hero Dr. José Rizal as well as a Filipino National History Month exhibit. Ms. Manila noted that the very popular "Through My Father's Eyes" exhibit of pioneer Filipino American photographs was now part of the Smithsonian's traveling exhibition series had begun here. Ms. Manila next discussed her extensive outreach activities to Bay Area school, high school, college, and University students as well as visits to the Filipino Veterans Center. Ms. Manila concluded her report noting that the center had recently been featured on a local Filipino TV program that was being distributed nationally and that this year the Center had received funding to purchase additional Filipino video/cd/dvd materials.

Public comment on AGENDA ITEM #5 AFFINITY CENTERS UPDATE REPORT

An anonymous member of the public noted that they were gratified to hear these reports, but noted that Book Arts & Special Collections, a library department not an affinity center, was the jewel of the library, focused on books and rooted in the community. This person additionally noted that it had been a matter of pride that the center was open the same hours as the library and expressed a hope that the Center would get back full open hours. This person recalled that Richard Harrison, donor of the calligraphic Collection, was a person of limited means who build this magnificent collection with personal relationships. Mr. Peter Warfield commented he liked to see more reports about Library collections and called attention to the library's historic photograph collection that was located near the Book Arts & Special Collections Center. Mr. Warfield was particularly pleased with the discussion of the Old Main Library inscriptions and noted that the old card catalog was also accessible through the Center. Mr. Warfield suggested that there be more publicity when people entered the Main Library that would call attention to the tucked away Center. Mr. Warfield expressed hope that more Center materials would be cataloged and inquired if non-English language videos were also being cataloged.

Commission action on AGENDA ITEM #5 AFFINITY CENTERS UPDATE REPORT

In response to a question by Vice President Steiman, Ms. Grimes reported that many non-fragile items in the collections were digitized and accessible on the website. Ms. Manila informed Vice President Steiman that the Filipino Center's films and videos were often subtitled. Commissioner Coulter lauded the dedicated work of the centers and recalled the original conception of these institutionalized links to the Community were modeled on the New York Public Library's famed Schaumburg and Performing Arts Centers. Commissioner Coulter noted that the Friends & Foundation had helped build the affinity centers and that now the task was to see what more could be done to expand all of the centers, formalize ongoing outreach to each community, and harness each community's passion and financial support to make all of the centers programs and facilities outstanding. Commissioner Chin noted the richness of the collections and their wide ranging activities and commended Ms. Manila and Ms. Grimes. Commissioner Chin called attention to the importance of Calligraphy as an art form in Chinese Culture and expressed hope that with the opening of the New Asian Art Museum in the old Main Library collaborative efforts could be undertaken. Ms. Grimes reported that a shared exhibition was planned for later in the year and urged the Commissioner to consider taking one of the Center's calligraphy classes. In response to a question by President Higueras, the City Librarian noted that banner advertising for library programs had been used but on a limited basis as it was costly. In response to a question by Commissioner Bautista, Ms. Manila discussed efforts to connect with the original donors of the Filipino American Center and discussed how she was doing extensive outreach to bring in and involve the community in the center's activities and programs. Ms. Manila noted that in its early years there were only a limited number of books in the Center and that now it was full.

AGENDA ITEM #6 FRIENDS & FOUNDATION REPORT

Friends & Foundation President Deborah Doyle reminded the Commissioners of the Annual Library Laureates Dinner on April 4th, this year with special honors for the 3 M's Marjorie Stern, Mary Louise Stong, and Margaret "Mig" Mayer for their decades of leadership on behalf of San Francisco's public libraries. Ms. Doyle also reminded the Commissioners of a Friends & Foundation reception honoring Board of Supervisors President Matt Gonzalez and newly elected Supervisors Fiona Ma and Bevan Dufty to be held on April 9th from in the Main Library's Skylight Gallery. Ms. Doyle then reported that $15,000 in matching funds had been raised for an endowment honoring the life and work in the African American Community of the late Dr. Arthur Coleman. Ms. Doyle announced that the Bernard Osher Foundation had awarded a significant grant of $50,000 for each branch library to the Friends & Foundation as part of its support for the Branch Improvement Program. Ms. Doyle concluded her report by calling attention to $530,000 in grants that the Friends & Foundation had made in support of the Library.

Public comment on AGENDA ITEM #6 FRIENDS & FOUNDATION REPORT

None offered.

Commission discussion of AGENDA ITEM #8 FRIENDS & FOUNDATION REPORT

Commissioner Bautista lauded the Friends & Foundation for their support for Library programs.

AGENDA ITEM #7 WAS NOT USED

AGENDA ITEM # 8 LABOR UNION REPORT

Andrea Grimes, Librarian's Guild, informed the Commission that there was no report this month.

AGENDA ITEM #9 NEW BUSINESS

Commissioner Bautista proposed discussion of appropriate signage to recognize Mr. Fuhrman's support for the Library. Commissioner Coulter requested calendaring discussion of ways to increase affinity center activities and heighten their profile in the community. President Higueras commented that this discussion would benefit from receiving information about models, such as the Denver Public Library's new African American center as well as what other libraries were doing to engage their communities. Commissioner Chin requested a report on proposed Summer activities for children and youth in light of the drastic reductions in Summer School resulting from the school district's budget problems.

Public comment on AGENDA ITEM #9 NEW BUSINESS

Mr. Peter Warfield suggested that there be a discussion of ways to improve signage in the entry areas of the Main Library to call attention to and direct users to the special collections and exhibitions. Mr. Warfield inquired as to how the public was being informed of what was available at the library.

AGENDA ITEM #10 PUBLIC COMMENT

An anonymous member of the public commented on the importance of soliciting discussion of underlying issues revealed by consideration of the Fuhrman Bequest. This person identified Mr. Fuhrman as a legendary labor leader who presented his gift to the library to facilitate his belief in its importance in educating working people about the ways society worked. This person suggested that that purpose had been institutionalized into providing support for business, that the Commissioners as trustees had allowed this change of intent, and that those who opposed this could have been brought in and involved in a serious discussion. Ms. Andrea Grimes rose to note that the success of the Book Arts & Special Collections Center rested on more than the work of one person and added acknowledgement for support provided for "A Wild Exactitude" by Library Public Affairs Chief Marcia Schneider, Suellen Bilow, and Almer Castillo; in Exhibitions & Programming, Joan Jasper, Everett Erlandson, Barbara MacMahan, Robin Uyeno, Norm Carlota, Ann Carroll; in Magazines and Newspapers, Shirley McLaughlin; in the Books Arts Center, Susie Taylor, John Erby, Chris Sheekey, Elise Wong, and Katherine Henry, as well as the assistance and support provided by the Friends & Foundation.

AGENDA ITEM #11 ADJOURNMENT

MOTION: by Commissioner Bautista, seconded by Commissioner Strobin that the meeting be adjourned at the recommendation of the President Higueras in honor the late Library Commission President, Commissioner, and benefactor Nate Schmulowitz on the anniversary of his magnificent gift to the Library.

ACTION: AYE 7-0 (Chin, Bautista, Coulter, Higueras, Steiman, Streets, and Strobin)

The meeting was adjourned at 6:55PM

Michael Housh, Commission Secretary 4/9/03

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

Library Commission meeting of April 1, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Appendix A

Library Commission meeting of April 1, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, April 1, 2003

Item 1:
Approval of the Minutes: March 4, 2003

"I wish that the citizen summaries were not stapled and distributed separately. The requirement is that they be included.

Based on our discussion at the previous meeting, I find that I owe the secretary an apology. It never occurred to me that the tortured lack of grammar in the minutes was an attempt to keep the gender of the anonymous citizen private. The convention is that identity and gender are not the same thing and even if they are it is common that the masculine includes the feminine. There are plenty of people who don't agree with that and I suppose the policy has t

The change called for under approval of the minutes was in fact made.

The description of the comments of the anonymous citizen under general public comment regarding the difficulties of public accountability is substantially what was said."

Appendix A

Library Commission meeting of April 1, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, April 1, 2003

Item 2:
City Librarian's Report

"I assume that the City Librarian will be adding a litigation report any time now.

I was interested in the reports on the book "Inscriptions" and the opening of the Asian Art Museum. The accomplishment of the architect is that she did not destroy the building. It gives a very dramatic frame for the virtues of the building that were already there. This book also highlights the features that were a cherished part of that building.

This belies all of the accusations of small-mindedness that were directed at people, including myself, who attempted to save that building as a library. I think everyone understands now that was not a mean-spirited or ignoble effort.

The Schmulowitz exhibit is quite wonderful as well."

Appendix A

Library Commission meeting of April 1, 2003

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 1, 2003

Item 3:
Main Library POE 1st Quarter 2003 Update

"For the most part I find this informative and helpful. It is a response to some questions that were raised a few meetings ago regarding the Commission being informed about the full extent of the POE. For the most part this addresses those concerns.

The two items that need further clarification are:

What do we mean by the final result of the projects? What do we mean by expansion of the first floor area? Are we intending to put services there that are now located on other floors? Do we have an specific plans for the uses of that area?

And relative to the signs, Are we putting in signs now that are going to be rendered moot by our own continuing projects? In most situations we plan remodeling and then come along with signage after.

Are we going to have projects for which new signs will have to be done?"

Appendix A

Library Commission meeting of April 1, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, April 1, 2003

Item 4:
Fuhrman Fund Update

"You will probably observe that I am still not happy, but this should be regarding as a positive step in a long process.

I was not one of the interveners referred to.

I was only informed of this item when I got the agenda on Saturday and Monday was a holiday. As a result my ability to prepare background material was limited.

The memorandum before us refers to business-related materials. The actual terms of the trust are expenditures for additional materials on political and economic subjects.

To what extent have we been shown that these are additional material?

To what extent are the expenditures following the intention of being 'political and economic'? The most inflammatory examples are an index of Jane's Infantry Armaments and a forms book of Judicial Council Forms. We should ask the city attorney in what sense this is political or economic."

Appendix A

Library Commission meeting of April 1, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, April 1, 2003

Item 5:
Affinity Centers Update Report

"The report comes under a bit of a misnomer. The Special Collections Department is not an affinity center, but rather a department of this library. Almost everyone agrees that it is one of the jewels of this library. The reasons are many, the most significant of which is that it is focused on books.

Second, it has a powerful connection to our heritage, and for that reason it was considered a matter of pride that it was open when the rest of the building was open and it was not closed separate from the rest of the building. We should be working toward getting back to full hours for that department.

Richard Harrison did not build his remarkable collection by throwing money at it. He was a working man who built that collection through building personal relationships with the artists and calligraphers themselves."

Appendix A

Library Commission meeting of April 1, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, April 1, 2003

Item 10:
Public Comment

"Commissioner Coulter states that it is important not only to solicit people's money but to solicit their minds and passions. Indeed.

Mr. Fuhrman was a legendary labor leader. The reason that he gave money to the library for political and economic subjects was because he wanted working people to be educated in the ways in which the interrelationship of our economic and political systems subverted the rights of working people.

Those concerned about his legacy have always considered your reference to 'business related' as open provocation. I am very chagrined now to find that institutionalized in memoranda drafted by the staff.

How do the trustees of the Fuhrman Fund regard this skewing of Mr. Fuhrman's gift. I hope you are satisfied with the look in the mirror because under the terms of the Fuhrman bequest you are the trustees.

Have you allowed people to make a commitment that includes their minds and their passions?"

Appendix A

Library Commission meeting of April 1, 2003

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 1, 2003

Item 11:
Adjournment

"I will not try your patience for too long. I don't think it was mentioned by anyone that Mr. Schmulowitz, in addition to his many other accomplishments, sat in your chair for several decades. He was a library commissioner and president of the Library Commission and that was not the least of his contributions to this institution."

EXPLANATORY DOCUMENTS
APRIL 1, 2003 LIBRARY COMMISSION MEETING

CITY LIBRARIAN'S REPORT NOTES

MAIN LIBRARY POE UPDATE REPORT 3/31/03

FUHRMAN FUND PRESENTATION

FUHRMAN FUND MEMO 3/26/03

City Librarian's Report – 4/1/03

Daily demonstrations against the war are being held at the Larkin St. entrance from 12 – 1pm. Participants are library staff and members of the public.

Proposed State budget for 2003/04 reduces Public Library Fund from $32 million to $15 million, a $400,000 loss for San Francisco. Also proposed for elimination is $12 million for resource sharing that supports "seamless" use of public libraries with no use charges no matter where you live – this service could be eliminated with jurisdictions charging for non-resident users.

Legislative Day in Sacramento is April 30th to discuss important issues with local legislators.

A staff team comprised of Kathy Lawhun, Chief of Main, Donna Corbeil, Chief of Branches and Karen Strauss, 4th Floor Main Manager, will participate in Imagine It, Explore It, Create It conference sponsored by the California State Library at the Cerritos Library in May. Susan Hildreth will also participate as a member of the advisory committee for the project.

Paul Underwood, Deputy City Librarian and Shellie Cocking, Non-print Selector, Office of Children and Youth Services, will participate in the Urban Libraries Council Executive Leadership Institute and will attend the first leadership retreat during the week of April 4th , 2003, at the National Conference Center in Virginia.

The cell phone legislation being considered by the Board of Supervisors would regulate cell phone use in performance venues like the Koret Auditorium, not in the general library areas.

San Francisco Public Library, with support from the Friends & Foundation of the SFPL, and the Book Club of California, have published Inscriptions, focusing on the history of the engraved inscriptions at the Old Main Library. Available through the San Francisco History Center.

Programs that were highlighted include the 22nd Annual Bay Area Book Reviewer Awards on April 3rd, "Put It in Writing @ Your Library" on April 8th, "Money to Burn: The Chinese Use of Ritual Papers" on April 9th, "Grotto VI: Voyages" on April 15th, and the Effie Lee Morris Lecture featuring the San Souci Brothers on April 27th.
Exhibits that were highlighted include "A Wild Exactitude: The New Yorker, 1925-1950" and " The Hidden World of Caves: Caves of the Guadalupe Mountains".

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian
Kathy Lawhun, Chief of Main

Re: Main Library Post Occupancy Evaluation (POE) Update Report

Date: March 31, 2003

This report includes a summary and projected schedule of all Post Occupancy Evaluation (POE) projects that are being planned at this time as well as information on Phase I and Phase II improvements and signage revisions.

POE Summary

Project	**Status**	**Funding**
Phase I Improvements	Bidding difficulties delayed project. Work beginning now to be completed by 8/03.	$1,408,983 appropriated in 2000/01 for projects. $132,952 reallocated from 2nd floor bridge project on 12/19/02. Project total is $1,541,575.
Signage Revisions	Fabrication bid scheduled for release in 5/03, with project completion planned for 12/03.	$50,000 appropriated for consultant services in 2000/01. $350,000 appropriated for fabrication in 2001/02. $100,000 reallocated from 2nd floor bridge project on 2/4/03. Project total is $500,000.
Technical Services Relocation to Support Services Center, 190 9th St.	Design/bidding to be completed by 9/03 with construction completed by 1/04 and relocation by 3/04.	$8.6 million in Branch Improvement Program for acquisition. $577,408 reallocated from 2nd floor bridge project on 3/20/03. $148,652 recommended from proposed 03-04 operating budget. Project total is $726,060.

Borrower's Services Reconfiguration (Phase II)	Design development in process to be completed by 7/03. Construction drawings and bidding planned by March '04 and construction from March – July '04.	$1,822,500 appropriated in 2001/02 for this project. Anticipated that project will be completed within current budget.
1st Floor Public Area Expansion (Phase III)	This project is dependent on completion of Borrower's Services reconfiguration, since staff will use this area as workspace during Borrower's Services construction. Detailed planning to begin in 9/03 with anticipated completion in 3/05.	$1,890,000 estimated in POE for project. Revised cost estimate to be completed by 12/03. Library Improvement Fund has $1.3 million balance to be used for this project.
Second Floor Bridge	Construction of bridge not being planned at this time. Improved signage should mitigate need for project.	$810,000 appropriated in 2001/02 for project has been reallocated to other projects.

POE Phase I Improvements:
Trico Construction's contract should be officially approved by the end of this week. Three pre-construction meetings have been held with Trico, SFPL & BOA Project management teams. A preliminary schedule has been submitted that is currently being refined.

Here are some of the activities that will take place in the next two months:

- Submittals (of material to be used)
  Grove Street glass, bench, kick plates
  Hyde Street coiling door, granite
  Lower Level elevator oil cooler, fire door motor, sliding window, loading dock
  Sheet metal, waterproofing for perimeter
  Carrel tops
- Procurement
  Bench, coiling door, oil cooler, lift
- Construction
  Free standing bench
  Fire doors
  Carrel tops
  Metal lockers
  Sheet metal & waterproofing around perimeter
  Elevators

The entire project is scheduled to be completed by the end of July.

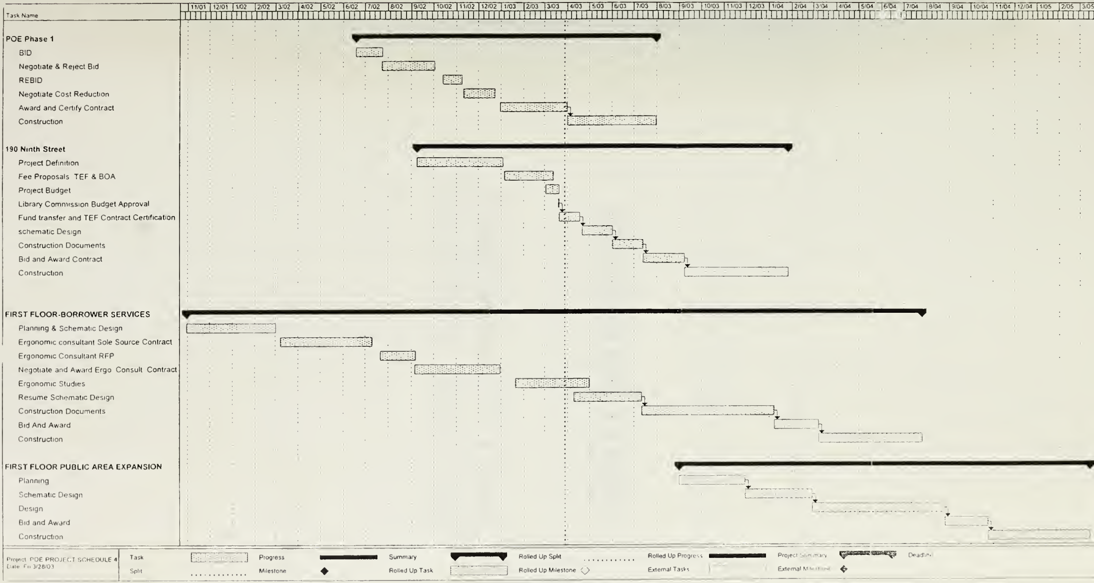
POE Signage Improvements:
The 90% construction documents and the sign schedule have been received from the sign consultant, Kate Keating & Co., and are currently being modified. The 100% construction documents & updated sign schedule are to be submitted by April 24. BOA will be preparing the bid package to be advertised in early May. The contractor selected should be certified to begin work in early July. There will be a one-month submittal process, 10-12 weeks for fabrication and 2 months for installation bringing the project to an end by late December 2003.

POE Phase II -1st Floor/Borrower Services Improvement:
In late January 2003, the ergonomist/workflow consultant Mike White, began his evaluation of all 1st floor and Sorting Room services. He has done many hours of observation at all service points to study daily volumes, usage patterns, customer service issues, typical transaction movements or process steps. He has also drawn a preliminary sketch of the new sorting area and the remodeled circulation counter for the 1st Floor Taskforce to consider on April 10th along with his completed report. He continues to work on a new configuration of the staff work area. All this information will allow BOA to start the actual design work. Finalization of all plans are dependent on Mr. White's recommendation and staff's detailed review of his concepts.

Attachment

SCHEDULE

Revised - April 1, 2003



FUHRMAN FUND

Presentation to SF Library
Commission: April 1, 2003

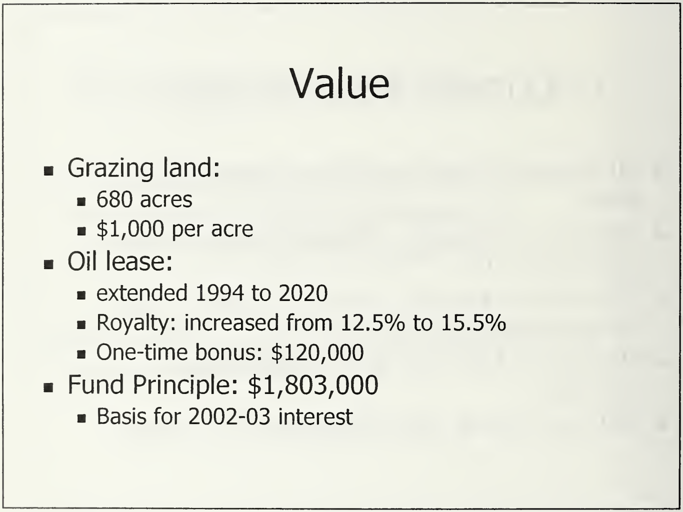
Fuhrman Bequest: Dec.,1941

- One half of estate to the SFPL for the acquisition of additional books on economic and political subjects

- One half of estate for the adornment of Golden Gate Park.

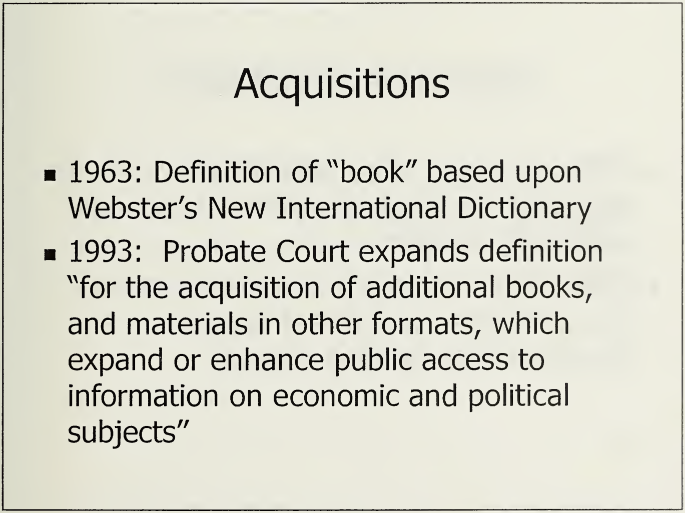
Current Assets: Land

- 40 Acres in Fresno Co. SW of Coalinga (grazing land)
- 160 acres in Kern Co., 50 mi. NW Bakersfield (grazing land)
- 440 acres in Kern Co., 15 mi. N of Bakersfield (grazing land)
- 40 acres in Kern Co. 40 W of Bakersfield (grazing)
- 800 acres 10 mi. NE of Bakersfield (Oil lease)



Value

- Grazing land:
  - 680 acres
  - $1,000 per acre
- Oil lease:
  - extended 1994 to 2020
  - Royalty: increased from 12.5% to 15.5%
  - One-time bonus: $120,000
- Fund Principle: $1,803,000
  - Basis for 2002-03 interest



Acquisitions

- 1963: Definition of "book" based upon Webster's New International Dictionary
- 1993: Probate Court expands definition "for the acquisition of additional books, and materials in other formats, which expand or enhance public access to information on economic and political subjects"

Fuhrman Litigation

- 1993: members of public protest expanded definition (Probate Court denied public intervention)
- 1994: Intervenors appeals the Probate Courts decision to Court of Appeals (Probate Court decision upheld)

2002-03 Acquisitions

- Budgeted: $330,000
  - Business/Economic/Govt Materials: $190,000
  - Business/Economic/Govt Dbs: $ 86,265
  - Unexpended (3/15/03): $ 53,735

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

March 26, 2003

TO: SFPL Library Commissioners

FROM: Roberto Esteves
Chief: Information Resource Management

RE: Fuhrman Fund

To prepare you for my presentation on the status of the purchase of library materials from the Fuhrman Fund, I have enclosed the following list of business services and databases that qualify for expenditure under the Fuhrman bequest.

I will detail the process the Library undertakes in allocating the funds and encumbering expenditures against the Fuhrman Fund.

To summarize:
In 2002-03 the Library authorized $330,000 of Fuhrman funds to be expended on business-related materials.

$190,000 has been expended on business services to date.
A list of 489 titles in this category are attached.

$ 86,265 has been expended upon business databases:
A list of databases are attached

$ 53,735 remains to be expended

vm 3/24/03

[illegible] /copy

[illegible]
STOCK [illegible] AMOUNT [illegible]
[illegible]
TOTAL [illegible] 02-20-03 [illegible] ($172.84/copy)

Almanac [illegible]
BOOK INV. DATE & NO. AMOUNT VOUCHER NOTE
[illegible] 12-19-02 [illegible] $523.00 6051 2002 52nd ed
TOTAL [illegible] ($523.00/copy)

4. [illegible]

5. [illegible]

6. [illegible]

7. [illegible]

8. [illegible]

9. [illegible]
[illegible]
[illegible]
BOOK INV. DATE & NO. AMOUNT VOUCHER NOTE
[illegible] $101.[illegible] 6054 2001-02 84th ed.
TOTAL [illegible] ($101.[illegible]/copy)

10. [illegible]

11. [illegible] living [illegible]

12. [illegible]

13. [illegible] policy and [illegible]

14. [illegible]

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[illegible]

[illegible]
   [illegible]
   [illegible]
   TOTAL [illegible]

16. American wholesalers and distributors directory.
   PDATE      INV DATE & NO.            AMOUNT VOUCHER NOTE
   11-17-02 11-26-02 [illegible]        $[illegible]    [illegible]
   TOTAL 07-01-2002 to 06-30-2003      $[illegible]    ($[illegible].16/copy)

17. America's corporate finance directory.
   PDATE      INV DATE & NO.            AMOUNT VOUCHER NOTE
   11-13-02 10-15-02 U830445           $371.9[illegible]    7831 2003
   TOTAL 07-01-2002 to 06-30-2003      $371.9[illegible]    ($371.9[illegible]/copy)

18. Amnesty International report.

19. Annual report / World Trade Organization.
   PDATE      INV DATE & NO.            AMOUNT VOUCHER NOTE
   10-08-02 09-13-02 [illegible]        $[illegible]    5706 [illegible]/2002
   TOTAL 07-01-2002 to 06-30-2003      $[illegible]    ($[illegible]/copy)

20. Annual review of United Nations affairs.
   PDATE      INV DATE & NO.            AMOUNT VOUCHER NOTE
   10-07-02 [illegible]                 $[illegible]    [illegible]
   TOTAL 07-01-2002 to 06-30-2003      $[illegible]    ($[illegible]/copy)

21. Argentina company handbook.

22. Arizona manufacturers directory.

23. Arkansas manufacturers directory.
   PDATE      INV DATE & NO.            AMOUNT VOUCHER NOTE
   11-13-02 10-16-02 [illegible]        $[illegible]    [illegible] 2003
   TOTAL 07-01-2002 to 06-30-2003      $[illegible].95    ($[illegible].95/copy)

24. ASI [microform].
   PDATE      INV DATE & NO.            AMOUNT VOUCHER NOTE
   09-19-02 07-16-02 5070648  $1[illegible],560.00    5565 exp 12/2003
   0[illegible]-03-03 01-27-03 R0.5539   $1,[illegible].00    5095 2002 ASI Annual
   TOTAL 07-01-2002 to 06-30-2003 $[illegible]    ($[illegible]/copy)

25. Asia yearbook.

26. Asia's 7,500 largest companies.
```

vm 3/24/03

[illegible] /copy)

[illegible] and Demographics
[illegible] ORDER NOTE
[illegible]
TOTAL [illegible] 06-30 [illegible] (${illegible}/copy)

[illegible] Salaries
[illegible] & 20 [illegible] VOUCHER NOTE
[illegible] 2002 52nd ed
TOTAL [illegible] 06-30-[illegible] ($523.00/copy)

4. [illegible] standard

5. [illegible]

6. [illegible] & [illegible] Directory

7. [illegible]

[illegible] edition

[illegible]
[illegible]
[illegible]
[illegible] VOUCHER NOTE
[illegible] 2001-02 35th ed.
[illegible] (${illegible}/copy)

10. [illegible]

11. Effect on cost of living survey

12. [illegible] report editions.

[illegible] policy and [illegible] index

[illegible] survey.

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[illegible]

15. [illegible]
   PDATE      INV DATE & NO.            AMOUNT VOUCHER DATE
   [illegible]
   TOTAL 07-01-2002 to 06-30-2003  [illegible]

16. American [illegible] and [illegible] Survey.
   PDATE      INV DATE & NO.            AMOUNT VOUCHER DATE
   12-17-02 11-26-02 07-2015         $[illegible]     5[illegible] Closed.
   TOTAL 07-01-2002 to 06-30-2003     $[illegible]   ($[illegible]/copy)

17. America's corporate finance directory.
   PDATE      INV DATE & NO.            AMOUNT VOUCHER DATE
   11-13-02 10-15-02 U830495         $[illegible]     1781 [illegible]
   TOTAL 07-01-2002 to 06-30-2003     $[illegible]   ($[illegible].95/copy)

18. Amnesty International report.

19. Annual report / World Trade Organization.
   PDATE      INV DATE & NO.            AMOUNT VOUCHER DATE
   10-08-02 09-13-02 0 33725         $[illegible]     5[illegible]1/2002
   TOTAL 07-01-2002 to 06-30-2003     $[illegible]   ($[illegible]/copy)

20. Annual review of United Nations affairs.
   PDATE      INV DATE & NO.            AMOUNT VOUCHER DATE
   10-07-02 09-23-02 [illegible]     $[illegible]     [illegible]
   TOTAL 07-01-2002 to 06-30-2003     $[illegible]   ($[illegible]/copy)

21. Argentina company handbook.

22. Arizona manufacturers directory.

23. Arkansas manufacturers register.
   PDATE      INV DATE & NO.            AMOUNT VOUCHER DATE
   11-13-02 10-14-02 [illegible]     $[illegible]     [illegible]
   TOTAL 07-01-2002 to 06-30-2003     $55.75   ($55.95/copy)

24. ASI [microform].
   PDATE      INV DATE & NO.            AMOUNT VOUCHER DATE
   08-19-02 07-16-02 5074648  $12,560.00     5565 exp 12/2003
   02-03-03 01-27-03 R0[illegible]6539   $1,[illegible].00     [illegible] 2002 ASI Annual
   TOTAL 07-01-2002 to 06-30-2003 $1[illegible].00   ($1[illegible]/copy)

25. Asia yearbook.

26. Asia's 7,500 largest companies.
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48. [illegible] directory.

49. Bacon's magazine directory.
    PODATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
    [illegible] 0565365      [illegible]    [illegible] copies 1/2005
    TOTAL 07-01-2002 to 06-30-2005    $781.20   ($390.60/copy)

50. Bacon's radio directory.
    PODATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
    01-17-03 10-31-02 0565365      $390.60    6040 11/2002
    TOTAL 07-01-2002 to 06-30-2005    $390.60   ($390.60/copy)

51. Bacon's TV/cable directory.

52. Balance of payments statistics yearbook / International Monetary Fund
    PODATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
    02-17-03 08-[illegible]-02 0565365      $106.33    6040 12/1/2001
    TOTAL 07-01-2002 to 06-30-2005    $106.33   ($106.33/copy)

53. The Bank credit analyst. Investment and business forecast.

54. The Bank credit analyst. U.S. [illegible] forecast monthly.
    PODATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
    [illegible]    [illegible]    exp 11/01/0[illegible]
    TOTAL 07-01-2002 to 06-30-2005    [illegible]   [illegible]

55. Basic petroleum data book.
    PODATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
    09-[illegible]-02 [illegible]      $279.58    5658 exp. 01/01/2001
    TOTAL 07-01-2002 to 06-30-2005    $279.58   ($279.58/copy)

56. Bay Area local court rules.
    PODATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
    09-11-02 08-29-02 002584855      $35.08    5629 2002 rev. pam
    TOTAL 07-01-2002 to 06-30-2005    $35.08   ($35.08/copy)

57. [illegible] Bekman's [illegible] letter

58. Best's aggregates and averages. Property casualty.
    PODATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
    [illegible]
    TOTAL 07-01-2002 to 06-30-2005    [illegible]   [illegible]/copy)

59. Best's aggregates & averages. Life-health.
    PODATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
    [illegible]
    TOTAL 07-01-2002 to 06-30-2005    [illegible]   [illegible]
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  [illegible]
  TOTAL [illegible] to 06-30-2003   $[illegible].95   ($[illegible].95/copy)

[illegible] Best's [illegible] reports. Life-health United States.

[illegible] Best's insurance reports. Property-casualty United States.
  [illegible]   [illegible] & NO.          AMOUNT VOUCHER NOTE
  [illegible] 1722605   $1,276.95   5700 2002
  TOTAL [illegible] to 06-30-2003  $1,276.95   ($1,276.95/copy)

[illegible] Best's key rating guide. Property-casualty.

[illegible] Best's policy reports.

[illegible] Better boys for business.

[illegible] [illegible] marketing directory.
  [illegible]   [illegible] & NO.          AMOUNT VOUCHER NOTE
  [illegible] 0365365   $1,101.[illegible]   6040 10/2002
  TOTAL 07-01-2002 to 06-30-2003   $1,101.[illegible]   ($1,101.[illegible]/copy)

[illegible] biotechnology directory.

[illegible] [illegible] municipal marketplace.

[illegible] [illegible] the [illegible].
  [illegible]   [illegible] & NO.          AMOUNT VOUCHER NOTE
  [illegible] 1458689   $107.[illegible]   5574 2002
  TOTAL [illegible] to 06-30-2003   $107.91   ($107.91/copy)

[illegible] [illegible] and their companies.

[illegible] [illegible] property handbook.
  [illegible]   [illegible] & NO.          AMOUNT VOUCHER NOTE
  [illegible] 1250638   $55.76   5887 2002/2003 16th ed
  TOTAL 07-01-2002 to 06-30-2003   $55.76   ($55.76/copy)

[illegible] Building cost index [illegible].
  [illegible]   [illegible] & NO.          AMOUNT VOUCHER NOTE
  [illegible]   [illegible]   5563 [illegible] 01/2003
  [illegible]
  [illegible]
  TOTAL [illegible] to 06-30-2003   $[illegible]   ($[illegible]/copy)
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[illegible]

[illegible] $[illegible] [illegible]
TOTAL 07-01-2002 to 06-30-2003 $[illegible] ($[illegible]/copy)

54. [illegible]
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
[illegible] $347.47 5581 2003
[illegible] $55.15 5581 cumulative index 1989-2003
TOTAL 07-01-2002 to 06-30-2003 $402.62 ($201.31/copy)

55. California agricultural directory.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
08-09-02 07-10-02 [illegible] $33.65 5544 2002/2003
TOTAL 07-01-2002 to 06-30-2003 $33.65 ($33.65/copy)

56. California building code [San Francisco ed.].

57. California civil code.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
01-10-03 12-20-02 [illegible] $24.41 6023 2003 pam
TOTAL 07-01-2002 to 06-30-2003 $24.41 ($24.41/copy)

58. California code of civil procedure.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
01-10-03 12-20-02 [illegible] $25.17 6023 2003 pam
TOTAL 07-01-2002 to 06-30-2003 $25.17 ($25.17/copy)

59. California commercial code annotated.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
01-10-03 12-20-02 803[illegible] $24.96 6023 2003 pam
TOTAL 07-01-2002 to 06-30-2003 $24.96 ($24.96/copy)

60. California corporations code.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
01-10-03 12-20-02 803398232 $31.47 6023 2003 pam
TOTAL 07-01-2002 to 06-30-2003 $31.47 ($31.47/copy)

61. California evidence code.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
01-10-03 12-20-02 80[illegible] $15.19 6023 2003 pam
TOTAL 07-01-2002 to 06-30-2003 $15.19 ($15.19/copy)

62. California government and politics annual.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
11-26-02 09-26-02 4342882 $31.79 5892 002 copies 2002/2003 33rd ed
TOTAL 07-01-2002 to 06-30-2003 $31.79 ($15.89/copy)

63. [illegible]

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    ODATE    INV DATE & NO.           AMOUNT VOUCHER NOTE
    01-10-03 12-20-02 803396232      $18.99    6029 2003 pam
    TOTAL 07-01-2002 to 06-30-2003      $18.99   ($18.99/copy)

66. California plumbing code. [San Francisco ed.].

67. California probate code.
    ODATE    INV DATE & NO.           AMOUNT VOUCHER NOTE
    01-10-03 12-20-02 803398232      $25.82    6029 2003 pam
    TOTAL 07-01-2002 to 06-30-2003      $25.82   ($25.82/copy)

68. The California real estate primer.

69. California rules of court. Federal.
    ODATE    INV DATE & NO.           AMOUNT VOUCHER NOTE
    08-23-02 08-19-02 802342063      $14.10    5587 2002 revised pamphlets
    TOTAL 07-01-2002 to 06-30-2003      $14.10   ($14.10/copy)

70. California rules of court. State.
    ODATE    INV DATE & NO.           AMOUNT VOUCHER NOTE
    08-23-02 08-19-02 802342063      $21.16    5587 2002 rev pamphlet
    TOTAL 07-01-2002 to 06-30-2003      $21.16   ($21.16/copy)

71. California technology stock letter.
    ODATE    INV DATE & NO.           AMOUNT VOUCHER NOTE
    [illegible] 08-06-02 [illegible]     $416.81    5688 exp 01/01/2004
    TOTAL 07-01-2002 to 06-30-2003     $416.81   ($416.81/copy)

72. The Candy buyers' directory.

    [illegible] report for federal income tax purposes
    ODATE    INV DATE & NO.           AMOUNT VOUCHER NOTE
    10-17-02 10-01-02 6609041    $1,455.00    5755 exp 12/2003
    TOTAL 07-01-2002 to 06-30-2003  $1,455.00   ($1,455.00/copy)

74. Carroll's municipal directory.
    ODATE    INV DATE & NO.           AMOUNT VOUCHER NOTE
    01-07-03 10-25-02 8009365       $363.48    6040 1/17/[illegible]
    TOTAL 07-01-2002 to 06-30-2003     $363.48   ([illegible]/copy)

75. [illegible] investment company portfolios.

76. [illegible] by electronic computer.
    ODATE    INV DATE & NO.           AMOUNT VOUCHER NOTE
    [illegible]                      $604.00    [illegible]/2002
    TOTAL [illegible]                  $604.00   ([illegible]/copy)
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[illegible] 2002 [illegible]

[illegible]

[illegible]

79. Chemical industry Europe.

80. China facts & figures annual.
    PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
    11-20-02 10-13-02 0 74815      $205.16    5884 002 copies vol 27
    TOTAL 07-01-2002 to 06-30-2003      $205.16   ($102.58/copy)

81. CIS index to publications of the United States Congress.

82. CIS microfiche library [microform].
    PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
  . 08-19-02 07-10-02 R074447  $23,625.00    5561 exp 12/2003
    TOTAL 07-01-2002 to 06-30-2003 $23,625.00   ($23,625.00/copy)

83. City and County of San Francisco. Charter.

84. City and County of San Francisco municipal code. Administrative code

85. City and County of San Francisco municipal code. Plumbing code

86. Civil code.
    PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
    01-10-03 12-20-02 S0S398232    $21.41     5028 2003 pam
    TOTAL 07-01-2002 to 06-30-2003      $21.41    ($21.41/copy)

87. Code of civil procedure.
    PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
    01-10-03 12-20-02 S0S398232    $25.17     5029 2003 pam
    TOTAL 07-01-2002 to 06-30-2003      $25.17    ($25.17/copy)

88. Colorado manufacturers directory.
    PDATE     INV DATE & NO           AMOUNT VOUCHER NOTE
    07-17-02 07-03-02 859028-39    $88.95     5151 2003
    TOTAL 07-01-2002 to 06-30-2003      $88.95    ($88.95/copy)

89. Companies and their brands.

90. Congress and the nation.

91. Congressional index.
    PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
    01-06-03 01-01-03 5694609   $1,507.55    5075 exp. 1/2001
    TOTAL 07-01-2002 to 06-30-2003  $1,507.55   ($1,507.55/copy)
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[illegible]

    [illegible]
        [illegible]                     [illegible]
        [illegible]          $686.20     [illegible]
  TOTAL 07-01-2002 to 06-30-2003     $686.20    ($[illegible]/copy)

9[illegible] Congressional yellow book.

94. Consultants and consulting organizations directory.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   02-17-02 11-26-02 U727615      $917.82    5983 25th ed.
   TOTAL 07-01-2002 to 06-30-2003     $917.82   ($917.82/copy)

95. Contra Costa County commerce & industry directory.

96. The Corporate finance sourcebook.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   02-03-03 12-31-02 U779866      $735.71    6084 2003
   TOTAL 07-01-2002 to 06-30-2003     $735.71   ($735.71/copy)

97. Corporate meeting planners.

98. Corporate yellow book.

99. Corporations code.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   01-10-03 12-20-02 803598232     $31.47    6029 2003 pam
   TOTAL 07-01-2002 to 06-30-2003     $31.47   ($31.47/copy)

100. Countries of the world and their leaders yearbook.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   09-1[illegible]-02 08-27-02 U523599      $285.46    5682 2003
   TOTAL 07-01-2002 to 06-30-2003     $285.46   ($285.46/copy)

101. Country trade sourcebook
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   [illegible] 10-25-02 0565865      $475.00    6073 11/1/2002 - 2003 ed.
   TOTAL 07-01-2002 to 06-30-2003     $475.00   ($475.00/copy)

102. The [illegible] CQ guide to current American government.
   PDATE     INV DATE & NO            AMOUNT VOUCHER NOTE
   09-[illegible]-02 0[illegible]-02 1030-002      $32.23    5[illegible] Fall 2002
   TOTAL 07-01-2002 to 06-30-2003     $32.23   ($32.23/copy)

103. [illegible]
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   0[illegible]-06-03 06-01-03 10509508      $600.00    [illegible] Exp. April 11, 2004
   TOTAL 07-01-2002 to 06-30-2003     $600.00   ($600.00/copy)
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[illegible]

[illegible]

107. [illegible]

108. [illegible] community [illegible]

[illegible]

[illegible]

109. [illegible] directory. Directory I, Elective officials.

110. [illegible] directory. Directory II, Legislative leadership, committees &
   staff.

111. [illegible] directory. Directory III, Administrative officials.
   [illegible]    INV DATE & NO.          AMOUNT VOUCHER NOTE
   [illegible] 08 [illegible]              $54.89    5682 v.3
   TOTAL 07-01-[illegible] to 06-30-2003     $54.89   ($54.89/copy)

112. [illegible] standards as of June 3 ..
   [illegible]    INV DATE & NO.          AMOUNT VOUCHER NOTE
   [illegible]                             $67.06    5698 200[illegible]/2003 v.2
   [illegible]                             $67.05    5698 200[illegible]/2003 v.1
   TOTAL 07-01-[illegible] to 06-30-2003    $134.11   ($67.05/copy)

113. D&B Business locator [computer file].

114. D&B business rankings.
   [illegible]    INV DATE & NO.          AMOUNT VOUCHER NOTE
   [illegible] 10-13-02 0-74816      $616.43    6046 2002
   TOTAL 07-01-2002 to 06-30-2003    $616.43   ($616.43/copy)

115. D&B consultants directory.

116. D&B healthcare reference book.
   [illegible]    INV DATE & NO.          AMOUNT VOUCHER NOTE
   [illegible] 12-13-02 0-43786      $669.75    6019 6/15/02-6/15/03
   TOTAL 07-01-2002 to 06-30-2003    $669.75   ($669.75/copy)
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[illegible]

[illegible]
TOTAL 0[illegible] 2 to 06-30-2003 $[illegible] ([illegible]/copy)

118 [illegible] International [illegible]

119 D&B reference book of corporate managements.

120. D&B regional business directory. San Francisco area.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
0[illegible]-02 07-13-02 0-57428 $1,512.26 5590 5/15/02-5/14/03
TOTAL 07-01-2002 to 06-30-2003 $1,512.26 ($1,512.26/copy)

121. Daily graphs. New York Stock Exchange.

122 Daily graphs. Option guide.

123 Daily stock price record. American Stock Exchange.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
09-25-02 09-06 02 0362672 $750.26 5688 exp. 01/01/2004
TOTAL 07-01-2002 to 06-30-2003 $750.26 ($750.26/copy)

124. Daily stock price record. NASDAQ.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
09-25-02 09-06 02 0362672 $996.22 5688 exp. 02/01/2004
0[illegible]-17-03 01-13 03 5-30624 $70.41 6163 Rate Adj. for inv. 0362672
TOTAL 07-01-2002 to 06-30-2003 $1,066.63 ($533.31/copy)

125. Daily stock price record. New York Stock Exchange.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
09-25-02 09-06 02 0362672 $831.56 5688 exp. 02/01/2004
0[illegible]-17-03 01-13 03 5-30624 $58.65 6163 Rate Adj. for inv. 0362672
TOTAL 07-01-2002 to 06-30-2003 $890.21 ($445.10/copy)

126 Data sources
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
0[illegible]-03 10 [illegible] 02 0365365 $465.00 607[illegible] 1/1/2003
TOTAL 07-01-2002 to 06-30-2003 $465.00 ($465.00/copy)

127. Davison's gold book.

128 Davison's textile blue book.

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[illegible] 2002/03

129. Decisions of the United States [illegible]
   PDATE    INV DATE & NO.        [illegible]
   [illegible]
   TOTAL 07-01-2002 to 06-30-200[illegible]    [illegible]

130. Decisions of the United States [illegible]

131. Demographic yearbook. Annuaire d{'e}mographique

132. Demographics USA.
   PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
   12-23-02 11-15-02 0357699      $523.95    6000 2002
   TOTAL 07-01-2002 to 06-30-2003     $523.95   ($523.95/copy)

133. Demographics USA. County edition.
  .PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365      $475.00    6073 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003     $475.00   ($475.00/copy)

134. The Dines letter.
   PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
   11-04-02 11-04-02 11042002     $195.00    5721 exp Nov. 2003
   TOTAL 07-01-2002 to 06-30-2003     $195.00   ($195.00/copy)

135. The Direct marketing market place.
   PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
   11-26-02 10-31-02 4252436      $402.54    5849 2003
   TOTAL 07-01-2002 to 06-30-2003     $402.54   ($402.54/copy)

136. Direction of trade statistics. Yearbook.
   PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0355265      $70.00     6073 12/1/2003
   TOTAL 07-01-2002 to 06-30-2003     $70.00    ($70.00/copy)

137. Directory of American firms operating in foreign countries

138. Directory of apparel specialty stores.
   PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74816      $[illegible]    6046 2003
   TOTAL 07-01-2002 to 06-30-2003     $[illegible]   ($[illegible]/copy)

139. Directory of automotive aftermarket suppliers.
   PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
   11-19-02 11-12-02 0 [illegible]    $[illegible]    [illegible] 2002
   TOTAL 07-01-2002 to 06-30-2003     $[illegible]   ($[illegible]/copy)

140. Directory of building products & hardware distributors.
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Exhibit [illegible]

141. Directory of [illegible] & [illegible] [illegible].

142. [illegible] [illegible] technology companies.

143. Directory of California wholesalers and service companies.

144. Directory of chain restaurant operators.
   PDATE      INV DATE & NO.            AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74816      $310.83    6046 2002
   TOTAL 07-01-2002 to 06-30-2003     $310.83   ($310.83/copy)

145. Directory of computer & consumer electronics retailers.
   PDATE      INV DATE & NO.            AMOUNT VOUCHER NOTE
   12-25-02 12-13-02 0-43786      $391.00    6019 2003
   TOTAL 07-01-2002 to 06-30-2003     $391.00   ($391.00/copy)

146. Directory of computer VARs & system integrators.

147. Directory of corporate affiliations.
   PDATE      INV DATE & NO.            AMOUNT VOUCHER NOTE
   09-03-02 07-02-02 U407557   $1,534.63    5545 2002 8v
   TOTAL 07-01-2002 to 06-30-2003  $1,534.63   ($1,534.63/copy)

148. Directory of department stores.
   PDATE      INV DATE & NO.            AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74816      $395.41    6046 2002
   TOTAL 07-01-2002 to 06-30-2003     $395.41   ($395.41/copy)

149. Directory of discount & general merchandise stores.
   PDATE      INV DATE & NO             AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74816      $378.93    6046 2002
   TOTAL 07-01-2002 to 06-30-2003     $378.93   ($378.93/copy)

150. Directory of drug stores and HBC chains.
   PDATE      INV DATE & NO.            AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74816      $389.92    6046 2002
   TOTAL 07-01-2002 to 06-30-2003     $389.92   ($389.92/copy)

151. Directory of food service distributors.

152. Directory of high volume independent drug stores.

153. Directory of high volume independent restaurants.
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[illegible]

   [illegible]

155. Directory of [illegible]
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-16-03 10-18-02 0-74516      $310.53    5008 2003
   01-17-03 10-18-02 0-74516      $310.53    5015 2003
   TOTAL 07-01-2002 to 06-30-2003     $621.06   ($310.53/copy)

156. Directory of leading chain stores.

157. Directory of mail order firms.

158. Directory of mailing list companies.

159. Directory of management consultants.

160. Directory of premium, incentive & travel buyers.

161. Directory of registered investment advisors.

162. Directory of single-unit supermarket operators.

163. Directory of supermarket, grocery & convenience store chains.

164. The Directory of the canning, freezing, preserving industries.

165. Directory of United States exporters.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 12-30-02 4269030      $772.52    6048 2003
   TOTAL 07-01-2002 to 06-30-2003     $772.52   ($772.52/copy)

166. Directory of wholesale grocers.

167. Documents to the people.

168. Dow theory forecasts.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672      $266.55    5686 exp 06/01/2004
   TOTAL 07-01-2002 to 06-30-2003     $266.55   ($266.55/copy)
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[illegible]
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   [illegible] U836592       $76.96    5509 2003
   TOTAL [illegible] to 06-30-2003      $76.96   ($76.96/copy)

171. Electronic market data book.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-29-02 09-16-02 U559650       $245.62    5712 2002
   TOTAL 07-01-2002 to 06-30-2003      $245.62   ($245.62/copy)

172. Encyclopedia of business information sources.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-16-02 08-27-02 U523599       $406.24    5682 17th ed
   TOTAL 07-01-2002 to 06-30-2003      $406.24   ($406.24/copy)

173. Encyclopedia of medical organization and agencies.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-17-02 11-20-02 U727615       $338.72    5983 13th ed.
   TOTAL 07-01-2002 to 06-30-2003      $338.72   ($338.72/copy)

174. The engineering industry buyers guide.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-01-03 01-21-03 563218        $173.49    6096 2003
   TOTAL 07-01-2002 to 06-30-2003      $173.49   ($173.49/copy)

175. European marketing data and statistics.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 12-31-02 U779866       $577.66    6084 38th ed.
   TOTAL 07-01-2002 to 06-30-2003      $577.66   ($577.66/copy)

176. Evidence code.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-10-03 12-20-02 303398232     $15.19    6029 2003 pam
   TOTAL 07-01-2002 to 06-30-2003      $15.19   ($15.19/copy)

177. Exporters' encyclopaedia.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74816       $670.92    6046 8/22/02-8/21/03
   TOTAL 07-01-2002 to 06-30-2003      $670.92   ($670.92/copy)

178. [illegible] home improvement costs.

179. F&S index Europe annual / Information Access Company.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0562672   $1,343.06    5688 exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003  $1,343.06   ($1,343.06/copy)
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[illegible]

[illegible]
   [illegible]
   [illegible]
   TOTAL [illegible] 00/copy)

181. [illegible]
   PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
   01-15-03 09-01-02 [illegible]  $[illegible]  5868 exp 01/01/2004
   11-29-02 11-19-02 [illegible]  $[illegible]  5877 [illegible] Rate Adj. for
   [illegible]

   TOTAL 07-01-2002 to 06-30-2003 $1,288.25  ($[illegible]/copy)

182. FAO yearbook. Fishery statistics [illegible] = FAO annuaire. Statistiques des
   p[illegible] statistiques des pêches.
   PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
   12-25-02 12-13-02 0-15205      $41.67    6019 v.91
   01-07-03 12-16-02 0-70815      $28.78    6046 v.90 #2
   01-17-03 10-13-02 0-73816      $89.06    6046 v.90 #1
   TOTAL 07-01-2002 to 06-30-2003    $159.51   ($53.17/copy)

183. FAO yearbook. Production = FAO annuaire. Production.
   PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74816      $51.80    6046 vol 54/2000
   TOTAL 07-01-2002 to 06-30-2003    $51.80   ($51.80/copy)

184. FAO yearbook. Trade = FAO annuaire. Commerce = FAO anuario. Comercio.
   PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74816      $51.80    6046 v.53/1999
   TOTAL 07-01-2002 to 06-30-2003    $51.80   ($51.80/copy)

185. Fashion & Print.

186. Federal yellow book.

187. Financial yellow book.
   PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
   11-18-02 10-30-02 573318.0    $242.25    5873 exp 6/03
   TOTAL 07-01-2002 to 06-30-2003    $242.25   ($242.25/copy)

188. Findex.
   PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
   02-13-03 10-27-02 [illegible]  $[illegible]    6073 1/2003 [illegible]
   TOTAL 07-01-2002 to 06-30-2003    $[illegible]   ($[illegible]/copy)

189. Florida manufacturers register.
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[illegible]

[illegible]
   [illegible]
   [illegible]
   TOTAL 07-01-2002 to 06-30-2003 [illegible]

191. FP markets, Canadian demographics.

192. FP survey. Industrials.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-21-02 09-09-02 US14223       $162.99   [illegible]
   TOTAL 07-01-2002 to 06-30-2003     $162.99   ($162.99/copy)

193. FP survey. Mines & energy.
   PDATE     INV DATE & NO           AMOUNT VOUCHER NOTE
   10-21-02 09-09-02 US14229       $162.99   [illegible]
   TOTAL 07-01-2002 to 06-30-2003     $162.99   ([illegible]/copy)

194. The franchise annual.

195. Fraser's Canadian trade directory.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365       $160.00    [illegible]
   TOTAL 07-01-2002 to 06-30-2003     $160.00   ($160.00/copy)

196. Freedom in the world / Raymond D. Gastil.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-23-02 08-08-02 0230529       $75.89    5589 2001/2002
   TOTAL 07-01-2002 to 06-30-2003     $75.89   ($75.89/copy)

197. French company handbook.

198. Futures chart service. Agricultural / Knight-Ridder, Commodity Research
   Bureau.

199. Genetic engineering and biotechnology related firms worldwide directory.

200. Georgia manufacturers register.

201. Gift, housewares & home textiles buyers.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-09-02 07-02-02 U40/557       $204.11    5545 2002
   TOTAL 07-01-2002 to 06-30-2003     $204.11   ($204.11/copy)

202. Global mining directory.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-07-02 12-08-02 562126        $397.25    5691 2002
   TOTAL 07-01-2002 to 06-30-2003     $397.25   ($397.25/copy)
   [illegible] 2003 [illegible]
   [illegible]
   [illegible]

205. [illegible]vernment finance statistics yearbook.
   RDATE      INV DATE & NO.           AMOUNT VOUCHER NOTE
   [illegible] 01 [illegible]          $80.00    [illegible] 12/1/2001 [illegible]
   TOTAL 07-01-2002 to 06-30-2003     $80.00   ($80.00/copy)

206. Graphic arts blue book. Delaware Valley-Ohio ed.

207. Graphic arts blue book. Metropolitan New York-New Jersey ed.
   RDATE      INV DATE & NO.           AMOUNT VOUCHER NOTE
   [illegible] 0[illegible]-[illegible]0-02 [illegible]     $100.90    554[illegible] 2002
   TOTAL 07-01-2002 to 06-30-2003     $100.90   ($100.90/copy)

208. Graphic arts blue book. Northeastern ed.
   RDATE      INV DATE & NO.           AMOUNT VOUCHER NOTE
   [illegible] 06-13-02 0494758       $99.79    5680 2002
   TOTAL 07-01-2002 to 06-30-2003     $99.79   ($99.79/copy)

209. Graphic arts blue book. Southeastern ed.
   RDATE      INV DATE & NO.           AMOUNT VOUCHER NOTE
   [illegible]-02 11-15-02 0708084       $99.79    5991 2002
   TOTAL 07-01-2002 to 06-30-2003     $99.79   ($99.79/copy)

210. The Green book / American salon.
   RDATE      INV DATE & NO.           AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365      $151.00    6075 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003     $151.00   ($151.00/copy)

211. Guide to American & international directories : a guide to the major
   business, scientific, technical & professional directories of the U.S.
   with major international and foreign directories included / Barry Klein,
   editor ; Bernard Klein, associate editor.

212. Guide to employment law and regulation.
   RDATE      INV DATE & NO.           AMOUNT VOUCHER NOTE
   0[illegible]-[illegible]1-02 08-20-02 802558703   $768.62    5687 exp 07/2003
   TOTAL 07-01-2002 to 06-30-2003     $768.62   ($768.62/copy)

213. Guide to the American left.

214. Guide to the American right.
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[illegible]

[illegible]

[illegible]
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   [illegible]
   TOTAL 07-01-2002 to 06-30-2003    [illegible]/copy)

217. Harris New York manufacturers directory.

218. High-tech members' resource guide
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-08-02 10-13-02 000781        $251.98    5[illegible] 2002 edition [illegible]
   published.
   TOTAL 07-01-2002 to 06-30-2003     $251.98   ($10.00/copy)

219. Historic documents of ...

220. HMO/PPO directory.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 12-30-02 4269030       $289.70    6048 2003 15th ed.
   TOTAL 07-01-2002 to 06-30-2003     $289.70   ($289.70/copy)

221. Hoover's handbook of American business.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 01-16-03 4274[illegible]60       $259.00    6091 2003
   TOTAL 07-01-2002 to 06-30-2003     $259.00   ($259.00/copy)

222. Hoover's handbook of emerging companies.

223. Hoover's handbook of private companies
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-12-02 07-22-02 4225914       $174.42    5550 2002
   TOTAL 07-01-2002 to 06-30-2003     $174.42   ($174.42/copy)

224. Hoover's handbook of world business.

225. Hoover's handbooks index.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-23-02 08-08-02 4230529       $48.98    5589 2002
   TOTAL 07-01-2002 to 06-30-2003     $48.98   ($48.98/copy)

226. Hoover's masterlist of major international companies
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-12-02 07-22-02 4225914       $166.95    5550 2002
   TOTAL 07-01-2002 to 06-30-2003     $166.95   ($166.95/copy)
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[illegible]

2[illegible]. [illegible]
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   0[illegible]-25-02 0[illegible] [illegible]      $1[illegible]    5[illegible] exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003    $107.[illegible]   ($10[illegible]/copy)

   Idaho manufacturing directory.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-23-02 11-14-02 35[illegible]78-[illegible]    $70.95    6016 2003
   TOTAL 07-01-2002 to 06-30-2003      $70.95   ($70.95/copy)

230. IIS microfiche library [microform]
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-19-02 07-19-02 S074824  $14,149.00    5562 exp 12/2003
   12-10-02 0[illegible]-[illegible]-02 S07[illegible]A    $116.00    [illegible] Rate Adj. fo. #R07[illegible]
   TOTAL 07-01-2002 to 06-30-2003 $14,265.00   ($7,132.50/copy)

231. Illinois manufacturers directory.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-24-03 01-20-03 [illegible]020-01    $185.95    6108 2003
   TOTAL 07-01-2002 to 06-30-2003    $185.95   ($185.95/copy)

232. The image makers source of the Madison Avenue handbook.

233. Income fund outlook.

234. Independent women's specialty stores & boutiques.

235. Index to the Code of federal regulations.

236. Indiana manufacturers directory.

237. Individual Investor's special situations report.

238. Industrial commodity statistics yearbook = Annuaire de statistiques
   industrielles par produit.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-23-02 08-13-02 0-81962     $173.69    5580 1993
   TOTAL 07-01-2002 to 06-30-2003    $173.69   ($173.69/copy)

239. Industry norms and key business ratios.
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   TOTAL [illegible]                    [illegible]   ($27.02/copy)

241  Internet [illegible]

242  Internal Revenue Code of 1954. Selections.

243  International marketing data and statistics.
   POSTE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   05-31-03 12-31-02 U779866       $577.66    6084 2003 27th ed.
   TOTAL 07-01-2002 to 06-30-2003     $577.66   ($577.66/copy)

244  International petroleum encyclopedia.
   POSTE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   08-19-02 07-29-02 U433408       $175.46    5548 2002
   TOTAL 07-01-2002 to 06-30-2003     $175.46   ($175.46/copy)

245  International pulp & paper directory.

246  International trade statistics yearbook / Department of International
   Economic and Social Affairs, Statistical Office = Annuaire statistique
   du commerce international / D{226}epartement des affaires
   economiques et sociales internationales, Bureau de statistique.

247  International yearbook of industrial statistics.
   POSTE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   08-?? 03 07-1?-02 5-99313         $9.09    5582 Postage adjmt--2002
   03-03-03 10-25-02 0355365       $215.00    5073 4/1/2003 -- 2003 ed.
   TOTAL 07-01-2002 to 06-30-2003     $224.09   ($112.04/copy)

248  Iowa manufacturers register.
   POSTE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   03-14-03 02-04-03 B52028-28      $97.95    6106 2003
   TOTAL 07-01-2002 to 06-30-2003      $97.95   ($97.95/copy)

249  Jane's high speed marine transportation.

250  Jane's infantry weapons.

251  Jane's military vehicles and logistics.

252  Jane's urban transport systems.
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[illegible] 2002/2003

253. Jane's [illegible]
   [illegible]
   [illegible]
   TOTAL 07-01-2002 to 06-30-2003   [illegible]

254. Japan company handbook.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365      $222.00    5073 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003     $222.00   ($222.00/copy)

255. Jay Schabacker's mutual fund investing.

256. The Johns Hopkins University studies in historical and political science

257. Kansas manufacturers directory.

258. Kelly's industrial directory.

259. Kentucky manufacturers register.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-13-02 10-15 02 859028-20     $90.95    5784 2003
   TOTAL 07-01-2002 to 06-30-2003      $90.95   ($90.95/copy)

260. Keystone coal industry manual.

261. Kiplinger's retirement report.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0392672       $61.70    5488 exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003      $61.70   ($61.70/copy)

262. Kirschner's insurance directories. Northern California

263. Kitchen and bath business. Resource guide.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365       $70.00    5073 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003      $70.00   ($70.00/copy)

264. Kompass, annuario generale dell'economia italiana.

265. Kompass Australia

266. Kompass. China : Kung pa ssu, Chung-kuo.

267. Kompass. Directory of industry and commerce of Belgium.
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[illegible]

[illegible]

[illegible]

270. Kompass, directory of industry and commerce of Australia.

271. Kompass France.

272. Kompass, informatiewerk over het Nederlandse bedrijfleven

273. Kompass. Jahrbuch der deutschen Wirtschaft.

274. Kompass Korea.

275. Kompass Malaysia.

276. Kompass, register of industry and commerce of Thailand.

277. Kompass register. United Kingdom.

278. Kompass Singapore.

279. Kompass-Sverige.

280. Kompass Taiwan.

281. Laws, etc.

282. Laws, etc.

283. Laws, etc.

284. Laws, etc.

285. Laws, etc.

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[illegible]

286. Laws, etc. [illegible]
   PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
   [illegible]
   [illegible]
                                          [illegible])
   09-24-02 08-20-02 C02558703   $247.73    5687 USCA [illegible]
   vols)
   11-05-02 10-30-02 802961212   $763.15    5766 USCA 120,[illegible]
   BV (
                                          5 bks)
   11-05-02 10-30-02 802961212   $315.73    5766 USCA T38&T23 [illegible] books)
   01-06-03 12-20-02 803394145   $210.52    6024 USCA 131 & 148 ([illegible] books)
   01-28-03 01-20-03 803611374   $105.26    6058 USCA T50 (2 books)
   TOTAL 07-01-2002 to 06-30-2003  $1,393.68   ($232.28/copy)

287. Laws, etc. (United States code congressional and administrative news [illegible]
   Monthly).
   PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
   02-11-03 01-30-03 7013710680  $541.17    6038 2000 (BV) & 2001 (BV)
   Bound
                                          Vols
   TOTAL 07-01-2002 to 06-30-2003    $544.17   ($544.17/copy)

288. Laws, etc. (West's annotated legislative service).

289. LDB interior textiles. Annual buyers' guide issue.

290. The lifestyle market analyst.
   PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365     $441.00    6073 3/1/2003
   TOTAL 07-01-2002 to 06-30-2003    $441.00   ($441.00/copy)

291. Lockwood-Post's directory of the pulp, paper and allied trades.

292. Louisiana manufacturers register.

293. The low priced stock survey.

294. Major companies of Europe.
   PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
   10-03-02 09-16-02 U557650     $140.28    5712 2003 22nd v.1
   10-09-02 09-16-02 U559850     $420.28    5712 2003 22nd ed v.2
   11-1[illegible]-02 10-08-02 U614139   $1,104.48  5700 2003 22nd ed 6 vols
   11-13-02 10-15-02 U630345     $420.14    5781 2003 v.3 Germany 22nd
   11-13-02 10-15-02 U630345     $410.11    5781 2003 v.4 Greece 22nd
   11-13-02 10-15-02 U630345     $420.14    5781 2003 v.5 Portugal 22nd
   TOTAL 07-01-2002 to 06-30-2003 $[illegible]   ($700.[illegible]/copy)
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[illegible]

[illegible]
   [illegible]
   [illegible]
   TOTAL [illegible]

296. Major companies of the Far East and Australasia.
   PDATE      INV DATE & NO.           AMOUNT VOUCHER NOTE
   02-03-03 01-03-03 0789274      $1,738.52     6081 2003
   TOTAL 07-01-2002 to 06-30-2003  $1,738.52   ($1,738.52/copy)

297. Market share reporter.

298. Marshall valuation service.
   PDATE      INV DATE & NO.           AMOUNT VOUCHER NOTE
   10-10-02 10-01-02 180203        $318.97     5713 exp 07/03
   TOTAL 07-01-2002 to 06-30-2003     $318.97   ($318.97/copy)

299. Martin Weiss' safe money report.
   PDATE      INV DATE & NO.           AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672       $152.31     5688 exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003     $152.31   ($152.31/copy)

300. Maryland/DC manufacturers directory.

301. Mass merchandisers & off-price apparel buyers.
   PDATE      INV DATE & NO.           AMOUNT VOUCHER NOTE
   10-21-02 09-09-02 0544229       $251.34     5758 2002/2003
   TOTAL 07-01-2002 to 06-30-2003     $251.34   ($251.34/copy)

302. MCD, American motor carrier directory.
   PDATE      INV DATE & NO.           AMOUNT VOUCHER NOTE
   01-17-03 10-25-02 0365365       $560.95     6010 1/2003 v.119
   TOTAL 07-01-2002 to 06-30-2003     $560.95   ($560.95/copy)

303. Medical and health information directory.
   PDATE      INV DATE & NO.           AMOUNT VOUCHER NOTE
   02-03-03 01-03-03 0789274       $735.74     6081 15th ed.
   TOTAL 07-01-2002 to 06-30-2003     $735.74   ($735.74/copy)

304. Medical device register.
   PDATE      INV DATE & NO.           AMOUNT VOUCHER NOTE
   02-24-03 01-23-03 1276403       $395.59     6104 2003 23rd ed.
   TOTAL 07-01-2002 to 06-30-2003     $395.59   ($395.59/copy)

305. Medical device register. International volume.

306. Men's & boys' wear buyers.
   PDATE      INV DATE & NO.           AMOUNT VOUCHER NOTE
   01-17-03 12-17-02 0758785       $359.16     6050 2003
   TOTAL 07-01-2002 to 06-30-2003     $359.16   ($359.16/copy)
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[illegible]

[illegible]

[illegible]

309. Mexico company handbook.

310. Michigan manufacturers directory.

311. Minnesota manufacturers register.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-23-02 11-07-02 859028-22    $121.95    6017 2003
   TOTAL 07-01-2002 to 06-30-2003    $124.95   ($124.95/copy)

312. Mississippi manufacturers register.

313. Missouri manufacturers register.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-22-02 08-06-02 859028-15   $120.95    5576 2003
   TOTAL 07-01-2002 to 06-30-2003    $120.95   ($120.95/copy)

314. The Money market directory of pension funds and their investment [illegible]
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 01-22-03 0368974   $1,228.75    6074 1/1/2003 - v. 33
   TOTAL 07-01-2002 to 06-30-2003  $1,228.75   ($1,228.75/copy)

315. The Money market directory of tax-exempt organizations

316. Moneyletter.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   03-11-03 02-27-03 0127840    $109.00    6157 exp 07/2004
   TOTAL 07-01-2002 to 06-30-2003    $109.00   ($109.00/copy)

317. Montana manufacturers directory.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-09-02 07-23-02 859028-13    $69.95    5543 2003
   TOTAL 07-01-2002 to 06-30-2003     $69.95   ($69.95/copy)

318. Moody's international manual.

319. Moody's manuals on microfiche, 1909 to present [microform].
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-22-02 08-15-02 0 91561     [illegible]    5568 muni&Govt trans fiche,
   Utility
                                         NOTED
   TOTAL 07-01-2002 to 06-30-2003    [illegible]   ([illegible]/copy)
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[illegible]

[illegible]
   [illegible]
   [illegible]
   TOTAL 07-01-2002 to 06-30-2003 $1,0[illegible] ([illegible]/copy)

321. Multilateral treaties deposited with the Secretary-General.

322. The Municipal year book.

323. Mutual fund buyer's guide.

324. NASD manual.
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   10-17-02 12-01-02 6602667       $192.55   3758 [illegible] 12/2003
   TOTAL 07-01-2002 to 06-30-2003    $192.55   ($192.55/copy)

325. National accounts statistics. Main aggregates and detailed tables.
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   10-07-02 09-13-02 0-32724       $164.43   5737 [illegible]
   TOTAL 07-01-2002 to 06-30-2003    $164.43   ($164.43/copy)

326. National directory of corporate public affairs.
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   01-17-03 12-30-02 4269030       $172.51   6048 2003 21st ed.
   TOTAL 07-01-2002 to 06-30-2003    $172.51   ($172.51/copy)

327. National e-mail and fax directory.
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   02-03-03 12-31-02 U779866       $174.39   3081 2004
   TOTAL 07-01-2002 to 06-30-2003    $174.39   ($174.39/copy)

328. National Frozen Food Association membership directory.

329. National Quotation Bureau monthly stock summary.

330. National trade and professional associations of the United States.

331. Nebraska manufacturers register.
   PDATE    INV DATE & NO          AMOUNT VOUCHER NOTE
   08-09-02 07-31-02 859028-14     $77.95    5547 2003
   TOTAL 07-01-2002 to 06-30-2003    $77.95   ($77.95/copy)

332. Nelson Information's directory of investment managers.
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[illegible]

335. Nevada manufacturers register.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   [illegible] 01-31-03 859028-26     $69.[illegible]     6018 2003
   TOTAL 07-01-2002 to 06-30-2003     $[illegible]   ($[illegible]/copy)

336. New Mexico manufacturers register.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   02-[illegible]-03 01-31-03 85902[illegible]     $73.95     6102 2003
   TOTAL 07-01-2002 to 06-30-2003     $73.95   ($73.95/copy)

337. New York Stock Exchange guide.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   10-17-02 10-01-02 6602602       $754.55     5756 exp 12/2003
   TOTAL 07-01-2002 to 06-30-2003     $754.55   ($754.55/copy)

338. No-load fund X.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   09-15-02 09-06-02 0362672       $153.34     5628 exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003     $153.34   ($153.34/copy)

339. North Carolina manufacturers register.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   02-24-03 01-31-03 859028-27    $134.95     6107 2003
   TOTAL 07-01-2002 to 06-30-2003     $134.95   ($134.95/copy)

340. North Dakota manufacturers register.

341. Northern California business directory.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   08-09-02 07-17-02 U436392      $764.06     5529 2002/2003
   TOTAL 07-01-2002 to 06-30-2003     $764.06   ($764.06/copy)

342. Northern California business directory and buyers guide.

343. O'Dwyer's directory of corporate communications.

344. O'Dwyer's directory of public relations executives.

345. O'Dwyer's directory of public relations firms.
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[illegible]

346. [illegible]
   [illegible]
   [illegible]
   [illegible]
   08-[illegible] 07-27-02 [illegible]       $[illegible]    5[illegible] [illegible] 2001/2002 [illegible]
   08-12-02 07-[illegible]-02 [illegible]414       [illegible]    [illegible] Trade [illegible]
   09-16-02 08-1[illegible]-02 42[illegible]421       $[illegible]    5683 [illegible] 2001/2002 [illegible]
   11-13-02 10-10-02 [illegible]       $[illegible]    57[illegible] Sweden 2001/2002 [illegible]
   11-26-02 09-16-02 4239686       $42.26    5891 Greece 2001/2002
   11-26-02 09-16-02 4239686       $42.26    5891 Mexico 2001/2002
   11-26-02 09-16-02 4239686       $42.26    5891 Poland 2001/2002
   11-26-02 09-16-02 4239686       $42.26    5891 Slovak Republic 2001/2002
   12-17-02 11-14-02 4250394       $42.26    5988 Euro Area 2001/2002
   01-13-03 11-27-02 4256103       $57.54    6037 Norway 2001/2002 [illegible]
   +15
   TOTAL 07-01-2002 to 06-30-2003     $5[illegible]    ($[illegible]/copy)

347. Ohio manufacturers directory.
   PDATE     INV DATE & NO.         AMOUNT VOUCHER NOTE
   11-13-02 10-01-02 859028-18    $176.95    5782 2003
   TOTAL 07-01-2002 to 06-30-2003     $176.95    ($176.95/copy)

348. Oklahoma manufacturers register.
   PDATE     INV DATE & NO.         AMOUNT VOUCHER NOTE
   08-23-02 08-14-02 859028-17     $91.95    5577 2003
   TOTAL 07-01-2002 to 06-30-2003      $91.95    ($91.95/copy)

349. Oregon manufacturers directory.
   PDATE     INV DATE & NO.         AMOUNT VOUCHER NOTE
   02-03-03 01-02-03 859028-26     $92.95    6089 2003
   TOTAL 07-01-2002 to 06-30-2003      $92.95    ($92.95/copy)

350. Pacific Exchange guide.
   PDATE     INV DATE & NO.         AMOUNT VOUCHER NOTE
   10-17-02 12-01-02 6602667      $533.43    5756 exp 12/2003
   TOTAL 07-01-2002 to 06-30-2003     $533.43    ($533.43/copy)

351. Paint red book.
   PDATE     INV DATE & NO.         AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365      $99.00    6073 12/1/2002 - 2003 ed.
   TOTAL 07-01-2002 to 06-30-2003      $99.00    ($99.00/copy)

352. Penal code of California.
   PDATE     INV DATE & NO.         AMOUNT VOUCHER NOTE
   01-10-03 12-20-02 303393232     $18.99    6029 2003 pam
   TOTAL 07-01-2002 to 06-30-2003      $18.99    ($18.99/copy)

353. Pennsylvania manufacturers register.
   PDATE     INV DATE & NO.         AMOUNT VOUCHER NOTE
   08-05-02 07-16-02 859028-12    $1[illegible].95    553[illegible] 2003
   TOTAL 07-01-2002 to 06-30-2003     $[illegible]    ($[illegible]/copy)
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[illegible]

[illegible]

355. [illegible]
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0 062672        [illegible]    5683 [illegible]
   TOTAL 07-01-2002 to 06-30-2003      [illegible]

356. Phillips satellite industry directory.

357. Phillips telephone industry directory.

358. Phillips wireless industry directory.

359. Phillips wireless industry directory. Buyer's guide.

360. The Photonics directory.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-15-02 0 65365       $119.00    6073 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003      $119.00   ($119.00/copy)

361. Platts directory of electric power producers and distributors

362. PMD, Pharmaceutical marketers directory.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0385365       $167.50    5073 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003      $167.50   ($167.50/copy)

363. Political handbook of the world

364. Pratt's guide to venture capital sources.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-15-02 08-27-02 4234622       $513.53    5827 2002 26th ed
   TOTAL 07-01-2002 to 06-30-2003      $543.53   ($543.53/copy)

365. Probate code
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-10-03 12-20-02 002398232      $25.87    6029 2003 pam
   TOTAL 07-01-2002 to 06-30-2003      $25.87   ($25.87/copy)

366. The Professional tape reader.

367. Progressive grocer's ... marketing guidebook.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-26-02 10-21-02 4250636       $441.59    5887 2003 [illegible]
   TOTAL 07-01-2002 to 06-30-2003      $441.59   ($441.59/copy)
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[illegible]

[illegible] [illegible] commercial sites & marketing guide.
   [illegible]      [illegible]              AMOUNT VOUCHER NOTE
   [illegible]                                [illegible]
   TOTAL [illegible]-2002 to 06-30-2003  $1,[illegible]   ($[illegible]/copy)

369. Reference book for world traders : a guide for exporters & importers
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   03-[illegible]-02 03-05-0[illegible] 0162672      $185.20    5685 exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003     $185.20    ($185.20/copy)

370. Reports required by Congress : CIS guide to executive communications.

371. Retirement letter.

372. Richard E. Band's profitable investing.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-[illegible]-02 09-06-02 0162672      $215.09    5685 exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003     $215.09    ($215.09/copy)

373. Richard Russell's Dow theory letters incorporated.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-05-02 08-06-02 080502       $250.00    5540 exp Oct.2003
   TOTAL 07-01-2002 to 06-30-2003     $250.00    ($250.00/copy)

374. Rich's everyday sales prospecting directory. Alameda County

375. Rich's everyday sales prospecting directory. Contra Costa County.

376. Rich's everyday sales prospecting directory. San Francisco County.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-1[illegible]-03 01-09-03 28554         $57.65    6034 2003
   TOTAL 07-01-2002 to 06-30-2003      $57.65    ($57.65/copy)

377. Rich's everyday sales prospecting directory. San Mateo County

378. Rich's everyday sales prospecting directory. Santa Clara County.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-17-02 11-21-02 28401         $66.39    5935 2003
   TOTAL 07-01-2002 to 06-30-2003      $66.39    ($66.39/copy)

379. Rich's high-tech business guide to Silicon Valley and Northern California.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-07-02 09-[illegible]-02 [illegible]815[illegible]       $261.15    [illegible] 2002/2003
   TOTAL 07-01-2002 to 06-30-2003     $261.15    ($261.15/copy)
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[illegible]
   TOTAL 07-01-2002 to 06-30-2003 [illegible]

381. RR & URL encyclopedia.

382. RSMeans building construction cost data.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   11-26-02 10-31-02 1252436       $113.87     5833 2003  51st ed.
   TOTAL 07-01-2002 to 06-30-2003     $113.87   ($113.87/copy)

383. RSMeans square foot costs.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   12-17-02 11-11-02 4256394       $125.81     5983 2003  24th ed.
   TOTAL 07-01-2002 to 06-30-2003     $125.81   ($125.81/copy)

384. Rubber red book.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365       $115.00     6073 1/1/2003 - [illegible]
   TOTAL 07-01-2002 to 06-30-2003     $115.00   ($115.00/copy)

385. San Francisco County commerce & industry directory.

386. The San Francisco realty index.

387. San Mateo County commerce & industry directory.

388. Santa Clara County commerce & industry directory.

389. Securities industry yearbook.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   11-26-02 11-12-02 U696308       $153.86     58[illegible] 2002/2003
   TOTAL 07-01-2002 to 06-30-2003     $153.86   ($153.86/copy)

390. Sheshunoff banks and S&Ls of California.

391. Shopping center directory.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365       $695.00     50[illegible] 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003     $695.00   ($695.00/copy)
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[illegible]
   TOTAL 07-01-2002 to 06-30-2003     $726.06   ($602.06/copy)

393. Small business sourcebook.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-28-02 08-27-02 SCM 37720  -$398.23     5594 return duplicate
   02-07-03 01 03-03 U789274      $414.10     6081 17th ed.
   TOTAL 07 01-2002 to 06-30-2003      $15.97   ($414.20/copy)

394. The Sourcebook of zip code demographics.

395. South Dakota manufacturers register.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 01-02-03 859028-25     $74.95     6068 2003
   TOTAL 07-01-2002 to 06-30-2003      $74.95   ($74.95/copy)

396. Southern California business directory and buyers guide.

397. SRDS business publication advertising source.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-15-02 11-15-02 11152002     $729.30     5788 exp 05/2004
   TOTAL 07-01-2002 to 06-30-2003     $729.30   ($729.30/copy)

398. SRDS community publication advertising source
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 10-25-02 0365365      $218.07     6040 1/2003 v.85
   TOTAL 07 01-2002 to 06-30-2003     $218.07   ($218.07/copy)

399. SRDS consumer magazine advertising source.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-15-02 11-15-02 11152002     $706.81     5788 exp 05/2004
   TOTAL 07-01-2002 to 06-30-2003     $706.81   ($706.81/copy)

400. SRDS direct marketing list source.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-15-02 11-15-02 11152002     $572.94     5788 exp 06/2004
   TOTAL 07 01-2002 to 06-30-2003     $572.94   ($572.94/copy)

401. SRDS hispanic media & market source
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 02-05-03 02032003     $297.00     6083 exp 06/2004
   TOTAL 07-01-2002 to 06-30-2003     $297.00   ($297.00/copy)
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[illegible]

40[illegible] [illegible] advertising source.
   [illegible]
   [illegible]
   TOTAL 07-01-200[illegible] to 06-30-2003     $[illegible]   ([illegible])

403. SPDS newspaper advertising source (Feb. 199[illegible])
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-15-02 11-15-02 11152002     $[illegible]   [illegible]
   TOTAL 07-01-2002 to 06-30-2003     $[illegible].80   ($[illegible]/copy)

404. SRDS radio advertising source.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-15-02 11-15-02 11152002     $545.10    5788 exp 04/[illegible]
   TOTAL 07-01-2002 to 06-30-2003     $545.10   ($545.10/copy)

405. SRDS TV & cable source.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-15-02 11-15-02 11152002     $[illegible].97    5788 exp 03/2004
   TOTAL 07-01-2002 to 06-30-2003     $[illegible].97   ($[illegible].97/copy)

406. SFI [microform].
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-19-02 07-17-02 R074671  $19,170.00    5560 Exp 1[illegible]/2003
   TOTAL 07-01-2002 to 06-30-2003 $19,170.00   ($19,170.00/copy)

407. Standard & Poor's analysts' handbook.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-19-02 11-15-02 [illegible]   $1,114.26    5935 11/1/02-10/31/03
   TOTAL 07-01-2002 to 06-30-2003   $1,114.26   ($1,114.26/copy)

408. Standard & Poor's industry surveys.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672   $1,609.61    5688 exp. 09/01/2004
   03-17-03 01-13-03 [illegible]0624      $162.73    6153 [illegible] adj. for inv. 0362672
   TOTAL 07-01-2002 to 06-30-2003  $1,772.34   ($[illegible]/copy)

409. Standard & Poor's industry surveys.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-22-02 08-13-02 [illegible]      $[illegible]    [illegible] Adj. for inv.[illegible]
   09-25-02 09-06-02 0362672   $3,1[illegible]    5688 exp. 09/11/2004
   TOTAL 07-01-2002 to 06-30-2003  $[illegible]   ($[illegible]/copy)

410. Standard & Poor's [illegible]

411. Standard & Poor's [illegible]
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 036[illegible]   $3,[illegible]    [illegible] exp. 0[illegible]/2004
   03-17-03 01-13-03 [illegible]30624      $[illegible]    6153 [illegible] adj. for inv. 0362672
   [illegible]
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[illegible]

412. [illegible] directors and executives.

PDATE	INV DATE & NO.	AMOUNT	VOUCHER	NOTE
[illegible]	[illegible]	[illegible]	[illegible]	exp. 02/01/2004

TOTAL 07-01-2002 to 06-30-2003 [illegible] ($1,055.14/copy)

413. Standard & Poor's security dealers of North America.

PDATE	INV DATE & NO.	AMOUNT	VOUCHER	NOTE
09-25-02	09-06-03 0362672	$874.79	5688	exp. 02/01/2004

TOTAL 07-01-2002 to 06-30-2003 $874.79 ($874.79/copy)

414. Standard & Poor's stock reports. New York Stock Exchange, American Stock Exchange, Nasdaq Stock Market and regional exchanges.

PDATE	INV DATE & NO.	AMOUNT	VOUCHER	NOTE
09-25-02	09-06-02 0362672	$2,620.25	5688	exp. 01/01/2004

TOTAL 07-01-2002 to 06-30-2003 $2,620.25 ($2,620.25/copy)

415. Standard & Poor's/Trendline current market perspectives.

PDATE	INV DATE & NO.	AMOUNT	VOUCHER	NOTE
09-25-02	09-06-02 0362672	$459.01	5688	exp. 01/01/2004

TOTAL 07-01-2002 to 06-30-2003 $459.01 ($459.01/copy)

416. Standard directory of advertisers.

PDATE	INV DATE & NO.	AMOUNT	VOUCHER	NOTE
02-03-03	01-14-03 U807978	$869.72	6078	2003

TOTAL 07-01-2002 to 06-30-2003 $869.72 ($869.72/copy)

417. Standard directory of advertising agencies.

PDATE	INV DATE & NO.	AMOUNT	VOUCHER	NOTE
[illegible]-02	07-29-02 U158489	$870.83	5574	July 2002

TOTAL 07-01-2002 to 06-30-2003 $870.83 ($870.83/copy)

418. Standard directory of international advertisers & agencies.

419. State yellow book.

PDATE	INV DATE & NO.	AMOUNT	VOUCHER	NOTE
12-19-02	11-27-02 5825344	$549.10	5935	002 copies Exp. 12/2003

TOTAL 07-01-2002 to 06-30-2003 $549.10 ($274.55/copy)

420. The Statesman's yearbook.

PDATE	INV DATE & NO.	AMOUNT	VOUCHER	NOTE
10-02-02	09-13-02 6240021	$5,717.95	56[illegible]	034 copies 2003 139th ed.

TOTAL 07-01-2002 to 06-30-2003 $5,717.95 ($168.17/copy)

421. Statistical yearbook. Annuaire statistique.

422. Strategic [illegible]

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[illegible]

[illegible]
   [illegible]
   [illegible]
   TOTAL 07-01-2002 to 06-30-2003     [illegible].00   [illegible]

424. Telecommunications directory.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-17-02 11-26-02 0727615      $671.98    5283 10th ed.
   TOTAL 07-01-2002 to 06-30-2003     $671.98   ($671.98/copy)

425. Tennessee manufacturers register.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-13-02 10-25-02 859028-21     $96.95    5785 2003
   TOTAL 07-01-2002 to 06-30-2003      $96.95   ($96.95/copy)

426. Texas manufacturers register.

427. Thomas food & beverage market place.

428. Thomas food & beverage market place.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-13-02 10-15-02 U630345      $540.21    5781 2002/2003
   TOTAL 07-01-2002 to 06-30-2003     $540.21   ($540.21/copy)

429. Thomas register of American manufacturers.

430. Thomas register of American manufacturers [microform].
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365   $2,782.00    6073 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003  $2,782.00   ($2,782.00/copy)

431. Thomson bank directory.

432. Thomson savings directory.

433. Thorndike encyclopedia of banking and financial tables. Yearbook.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-16-02 08-13-02 9736296      $214.95    56-3 thru 08/02
   TOTAL 07-01-2002 to 06-30-2003     $214.95   ($214.95/copy)

434. Trade Dimensions' ... directory of convenience stores.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-[illegible] 07-[illegible]-02 [illegible]      $[illegible]    [illegible]
   TOTAL 07-01-2002 to 06-30-2003     $[illegible]   ($[illegible]/copy)
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[illegible]

[illegible]
[illegible]
[illegible] ($[illegible]/copy)

436. [illegible]

437. The Trade[illegible]

438. The [illegible] data book.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
02-03-03 10-29-02 0365365 $423.95 6073 1/1/2003
TOTAL 07-01-2002 to 06-30-2003 $423.95 ($423.95/copy)

439. Trendline daily action stock charts.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
09-15-02 09-06-02 [illegible] $1,021.9[illegible] 5608 exp. 0[illegible]/01/200[illegible]
05-17-03 01-15-0[illegible] [illegible] 172.4[illegible] 6165 Rate Adj. for inv. [illegible]
TOTAL 07-01-2002 to 06-30-2003 $1,[illegible] ($547.19/copy)

440. The trial courts of the State of California in and for the City and County of San Francisco uniform local rules of court.

441. U.S. government periodicals index.

442. U.S. harmonized tariff schedule.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
02-03-03 10-29-02 0365365 $699.00 6073 1/1/2003 v. 141
TOTAL 07-01-2002 to 06-30-2003 $699.00 ($699.00/copy)

443. U.S. real estate register.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
02-03-03 10-29-02 0365365 $87.50 6073 9/1/2003 v. 36
TOTAL 07-01-2002 to 06-30-2003 $87.50 ($87.50/copy)

444. Uniform commercial code.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
01-10-03 12-20-02 303398232 $24.96 6029 2003 pam
TOTAL 07-01-2002 to 06-30-2003 $24.96 ($24.96/copy)

445. The United Nations disarmament yearbook.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
01-17-03 10-1[illegible]-02 [illegible] 73816 $71.66 6040 v.26
TOTAL 07-01-2002 to 06-30-2003 $71.66 ($71.66/copy)

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 [illegible]
   [illegible] 2001-6400)(5
   vols)
   [illegible] 10-20-02 [illegible] 5688 USCA [illegible]-2001-End)&Ind-
   ex)
                                                   5 vol.)
   11-05-02 10-20-02 [illegible]1717  $215.38   5688 USCA [illegible]123-24 (6 books)
   [illegible] 12-20-02 [illegible]  $210.57   6058 USCA T31 & T48 (4 books)
   01-28-03 01-20-03 80[illegible]1574  $105.26   6358 USCA T50 (2 books)
   TOTAL 07-01-2002 to 06-30-2003  $1,[illegible]  ($[illegible].28/copy)

447. United States code congressional and administrative news.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-11-03 01-30-03 501371568[illegible]  $544.17   6058 2000 (5v.) & 2001 (4v.)
   Bound
                                                   Vols
   TOTAL 07-01-2002 to 06-30-2003    $544.17   ($544.17/copy)

448. The United States law week.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-05-02 0362672   $1,279.71   5688 exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003  $1,279.71   ($1,279.71/copy)

449. Utah manufacturers register.

450. The value line investment survey.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672      $512.52    5688 002 copies exp. 07/01/2003
   TOTAL 07-01-2002 to 06-30-2003    $512.52   ($256.26/copy)

451. The Value line investment survey.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672  $13,140.32    5688 016 copies 16 copies/Jun&
   Jul
                                                   04
   03-17-03 01-13-03 CM-013912 -$1,596.00   6160 002 copies Publisher
   credit
   TOTAL 07-01-2002 to 06-30-2003 $11,544.32   ($82[illegible].27/copy)

452. The Value line mutual fund survey.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672      $355.06    5688 exp. 01/19/2004
   TOTAL 07-01-2002 to 06-30-2003    $355.06   ($355.06/copy)

453. Venture capital journal.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   [illegible] 5688 exp. 01/01/2003
   TOTAL 07-01-2002 to 06-30-2003 [illegible]
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[illegible]

[illegible]
   [illegible]
   [illegible]
   [illegible]
   TOTAL 07-01-2002 to 06-30-2003  $1,[illegible]  ([illegible]/copy)

456. Ward's business directory of U.S. private and public companies.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-08-02 09-1[illegible]-02 4[illegible]3051    $3,040.17     5707 [illegible]
   TOTAL 07-01-2002 to 06-30-2003  $3,040.17   ($3,040.17/copy)

457. The Warehousing/distribution directory.

458. Washington information directory.

459. Washington manufacturers directory.

460. Washington representatives.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-23-02 08-01-02 4228852       $161.65     5570 2002 24th ed.
   TOTAL 07-01-2002 to 06-30-2003     $161.65   ($161.65/copy)

461. The Waterlow stock exchange yearbook.

462. Weiss Ratings' guide to banks and thrifts.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-07-02 08-30-02 3272988       $392.95     5701 4 issues
   TOTAL 07-01-2002 to 06-30-2003     $392.95   ($392.95/copy)

463. Weiss Ratings' guide to brokerage firms.

464. Weiss Ratings' guide to life, health and annuity insurers.

465. Weiss Ratings' guide to property and casualty insurers.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-24-03 01-31-03 3350589       $195.95     6103 Winter 1/03
   TOTAL 07-01-2002 to 06-30-2003     $195.95   ($195.95/copy)

466. Weiss Ratings' guide to stock mutual funds
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-23-02 11-27-02 3271017       $195.95     6014 Summer 2002
   TOTAL 07-01-2002 to 06-30-2003     $195.95   ($195.95/copy)

467. West Africa annual.
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[illegible]

[illegible] $[illegible] [illegible] pt 1-5
[illegible] pp [illegible]
TOTAL 07-01-2002 to 06-30-2003 $[illegible] ($213.[illegible]/copy)

469. West's annotated California codes research guide

470. West's California Judicial Council forms.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
08-[illegible]-02 08-1[illegible]-02 80[illegible] $6[illegible] 5587 July 2002
[illegible] $5[illegible] 6085 Jan 2003 [illegible]
TOTAL 07-01-2002 to 06-30-2003 $117.17 ($58.58/copy)

471. West's California legislative service

472. Who writes what in life and health insurance.

473. Who's wealthy in America.

474. Who's who in American politics.

475. Who's who in finance and industry.

476. Who's who in greater Philadelphia.

477. Who's who in insurance.

478. Who's who in risk management.

479. Wiesenberger full service package.

480. Wisconsin manufacturers register.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
08-2[illegible]-02 08-07-02 852028-16 $129.95 5578 2003
TOTAL 07-01-2002 to 06-30-2003 $129.95 ($129.95/copy)

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[illegible]

   [illegible]
   [illegible]
   [illegible]                                          10/1/2002
   TOTAL 07-01-2002 to 06-30-2003    $329.00    ($329.00/copy)

[illegible] The Working press of the nation.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   11-13-02 10 10 02 [illegible]   $1,728.41     5779 003 copies 2003 3 vol set
   TOTAL 07-01-2002 to 06-30-2003  $1,728.41    ($576.13/copy)

[illegible] World business directory / World Trade Centers Association.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   11-26-02 11-17-02 U596508      $708.86    5891 11th ed.
   TOTAL 07-01-2002 to 06-30-2003     $708.86    ($708.86/copy)

[illegible] World chamber of commerce directory.

[illegible] World economic outlook.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   11-25-02 11-07-02 4254535        $51.49    5888 April 2002
   01-10-03 12-11-02 4264104        $51.49    6031 9/2002
   TOTAL 07-01-2002 to 06-30-2003     $102.98    ($51.49/copy)

[illegible] World market share reporter.

[illegible] World retail directory.

[illegible] Worldwide government directory, with international organizations.

089. Wyoming manufacturers directory.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   12-23-02 11-19-02 852024-24      $63.95     6015 2003
   TOTAL 07-01-2002 to 06-30-2003      $63.95    ($63.95/copy)
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BUSINESS DATABASES ELIGIBLE FOR FUHRMAN FUND EXPENDITURE:

2002-2003 Fiscal Year

Vendor	Database	Amount
Dun & Bradstreet	International Business Locator	$11,880 (pd)
FIS	Data Direct/FactSheets	$10,500 (pd)
Gale	RDS Business & Industry	8,078
Gale	Business & Company Resource Center General Business File	$ 40,893
Info USA	Reference USA	$28,500 (pd)
Lexis/Nexis	Statistical Universe	$ 8,300
Kompass	Kompass USA	$ 1,045 (pd)
Proquest	ABI Inform	$ 34,340 (pd)
Rand	Rand California Statistical DB	$ 3,571
Total:		**$147,107.00**

Paid to date (3/15/03): **$86,265**

Willie
Mayor

Charles
Presider

Carol S
Vice Pre

Helen
Lonnie
Steven
Fran A
Debora
mis

Susan H
City Lib

Michael
mis

DOCUMENTS DEPT.
MAY 29 2003
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
ran A. Streets
eborah Strobin
ommissioners

usan Hildreth
ity Librarian

ichael Housh
ommission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, April 1, 2003 (As approved Amended May 20, 2003)

The San Francisco Public Library Commission held its regular meeting on Tuesday, April 1, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:06PM.

The following members were noted present: Commissioners Bautista, Coulter, Higueras, Steiman, Streets and Strobin. Commissioner Chin's arrival was expected to be delayed.

AGENDA ITEM #1 APPROVAL OF THE MARCH 4, 2003 MINUTES

Public comment on AGENDA ITEM #1 APPROVAL OF THE MARCH 4, 2003 MINUTES

Anonymous member of the public noted that the copies of the minutes and attachments were in separate stapled groups suggesting that they should be together in one document. This person noted the Commission Secretary's explanation for the questionable grammar used in reporting some public comment was the result of efforts to protect even gender anonymity. This person noted that a request for clarification of a public comment by this individual related to the elimination of the Easter closure of libraries requested by President Higueras had been made. Mr. Ed Regan noted that his comments were accurately reported. Mr. Peter Warfield voiced several objections to these minutes citing a page 3 report of Commissioner Coulter's comments and the Commission's action to place last on the list any proposed reduction in the book budget. Mr. Warfield also found lacking the absence of a report of his questions regarding any impact the elimination of the Chief of IRMO and a librarian position might have on the acquisition of books and a dearth of details of the discussion on the strategic plan.

Commission discussion of AGENDA ITEM #1 APPROVAL OF THE MARCH 4, 2003 MINUTES

In response to a question by President Higueras, the Commission Secretary confirmed that the Minutes accurately reported the Commission's revision of the additional 5% contingency budget reduction plan priorities placing the book budget reductions last on the list.

MOTION: by Commissioner Streets, seconded by Commissioner Chin for approval of the Minutes of March 4, 2003.

ACTION: AYE 7-0 (Chin, Bautista, Coulter, Higueras, Steiman, Streets, and Strobin)

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth presented a report (copy attached) on anti-war demonstrations on the Larkin Street steps, impacts of the proposed 2003/04 State Budget, State Legislative Day activities, SFPL participation in the "Imagine it, explore it, create it" Conference, SFPL participation in the Urban Libraries Council Executive Leadership Institute, the City's proposed cell phone legislation, the publication of "Inscriptions", and exhibits and programs.

Public comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public expressed interest in the publication of Inscriptions, noting that they had visited the old Main Library now the new Asian Art Museum and reported that the architect had highlighted rather than destroyed the virtues of the building. This person suggested that this vindicated the position of those such as themselves who had been accused of small-mindedness for advocating the building be retained for the library. Thus person also lauded the Schmulowitz exhibit. Mr. Peter Warfield noted that there had been a revised version of the Minutes that he had not been aware of and suggested that the proposal for a $1 charge for borrowing materials by non-residents did not seem likely to raise much money. Mr. Warfield commented that California residents could apply for a number of library cards where they lived and worked and thereby avoid such charges. Mr. Warfield found the publication of the Old Main Library inscriptions nice, noting that it provided a record memorializing them, and inquired about how to obtain a copy. Mr. ed Regan found the report good and suggested that creation of a statewide library card good at all libraries including university libraries would eliminate that problem and should not cost very much. Ms. Deborah Doyle, Library BALIS representative, informed the Commissioners of the hard work librarians throughout the Bay Area had been doing to facilitate sharing of materials. She pointed out if a charge had to be imposed, it might make users more aware of the success of that effort. Ms. Doyle urged that everyone write to their legislators to prevent reductions in library funding, noting that such letters do make a difference.

Commission discussion of AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

Vice President Steiman echoed Ms. Doyle's urging that everyone work to protecting library funding and expressed appreciation of the beautiful photographs in the "Caves" exhibit in the Jewett Galley. Commissioner Coulter called attention to and commended the hanging of the City & County, California, and United States flags in the Larkin Street lobby area. President Higueras commended Deputy City Librarian Paul Underwood for his leadership on the Urban Libraries Council grant. Commissioner Bautista reminded everyone of this year's Effie Lee Morris Lecture.

AGENDA ITEM #3 MAIN LIBRARY POE QUARTERLY REPORT

City Librarian Susan Hildreth gave a detailed overview report (copy attached) and background on recent projects and the proposed next steps in addressing Main Library improvements identified in the Post Occupancy Evaluation Report (POE) that she noted could be completed by March of 2005.

Ms. Hildreth then introduced, Kathy Lawhun, Chief of the Main Library, who provided additional details on the specific of plans for carrying out the proposed Main Library improvements beginning with repairs on the seismic joint, the Grove Street entry area, the Hyde Street door, repairs to damaged granite surfaces, resurfacing of damaged tabletops, resurfacing damaged elevator interiors, removing the lockers and replacing them with exhibit cases. Ms. Lawhun then discussed the new Main Library Signage being crafted and prepared for installation, the proposed relocation of the sorting room to the 1st Floor, and work being planned by library consultant Mike White to redesign the Borrowers' Services area in ergonomic manner and reconfigure the way it made services available benefiting both library staff and the public. She reported that preliminary sketches would be ready by the end of April, and that hopefully the design could then be finalized during the next six months.

Public comment on AGENDA ITEM #3 MAIN LIBRARY POE QUARTERLY REPORT

An anonymous member of the public found the information presented in response to public inquiries regarding progress in addressing POE related issues helpful, but inquired regarding what was meant by expansion of 1st Floor public services, what were they and what would they look like? This person noted that if new signage was being installed now would not all these changes require that the new signs be changed again in the near future? Mr. Peter Warfield complained that as he saw it books were the core of the library and there was no mention of books in the report nor any report on what he found to be a main emphasis of the POE, creation of more space for books. Mr. Warfield requested more details of what the proposed Borrowers' Services changes might be. Mr. Ed Regan suggested improved signage to help people find materials, relocating the circulating collection to the 1st Floor, and recommending that more space be provided for non-fiction on the first floor. Mr. Regan also suggested that the drinking fountains be made the responsibility of the city's Water Department.

Commissioner discussion of AGENDA ITEM #3 MAIN LIBRARY POE QUARTERLY REPORT

In response to a query by Vice President Steiman, Ms. Lawhun outlined expanding the first Stop area stacks and the proposed shift of popular fiction from the 3rd to the 1st Floor and the possible interfiling of video/cd/dvd materials in the new shelving arrangement. Ms Lawhun noted that some small staff work areas in what is currently Technical Services area will be retained, circulation services would be concentrated in one area, the Information Desk would be more visibly located, and more areas for open stacks for books and materials created. Ms. Lawhun noted that there were still unanswered questions regarding air circulation and the allowable weight loading in some of the proposed new public services sections of the 1st Floor. In response to a question by Commissioner Chin, Ms. Lawhun reported that the City Librarian would bring the developed concept to the Commission next fall and if approved construction would occur from the end of 2003 into 2004. Ms. Lawhun noted that there would be regular reports with opportunity to comment during the course of the project. Responding to Vice President Steiman, Ms. Lawhun indicated Deaf Services location would remain unchanged. Ms. Lawhun confirmed to President Higueras that every effort would be made to minimize the project's impact on public services, reporting that Rich Walsh had been doing extensive pre-construction planning with Trico. In response to a question by President Higueras, Ms. Hildreth reported that she would provide the Commission with regular updates on the work and that the project would be closely supervised by Rich Walsh and Matt Smyth with consulting by the Bureau of Architecture. In answer to a question by Commissioner Bautista, Ms. Lawhun confirmed that new permanent desks would be created and some acoustical concerns would be addressed in Phase 1 and 2 planning. Ms. Hildreth then discussed the flexibility being built into the new signage program and noted that some of the new signage had been developed as a result of needs identified by the temporary signs applied to some building walls. Ms. Hildreth additionally pointed out that the information on ergonomically designed service desks could be adapted for use in Branch Improvement Program projects as well. In response to a question, Ms. Lawhun discussed the ongoing problems at the Hyde Street staff entrance, expressing a hope that moving the door outward might reduce some of the problems. Ms. Hildreth explained to Commissioner Coulter that the laminate chosen to repair damaged desktop was an excellent match with the original finish and had the added benefit of being easy to repair or replace by library staff.

AGENDA ITEM #4 FUHRMAN FUND UPDATE

City Librarian Susan Hildreth clarified that this report on the Fuhrman Trust was for the current year rather than 03/04 as had been mistakenly reported on some copies of the agenda. Library Chief of IRMO, Roberto Esteves then presented an extensive and detailed overview (copy attached) of the history of the Fuhrman Bequest from its beginning in 1941. Mr. Esteves noted that Mr. Fuhrman's will divided income from his gift between the Library for use in acquisition of supplementary materials on politics and economics and the Recreation and Park Department for the adornment of Golden Gate Park. The Chief of IRMO then described the real estate and oil lease assets that generated revenues for the bequest and reported $1,803,000 as the current principle amount. Mr. Esteves then discussed in some detail the way in which the funds had been spent by the Library and reported details of unsuccessful legal challenges to the Library's uses of the fund. Mr. Esteves called attention to the significant benefits to the collection resulting from access to serial publications funded by the Fuhrman Bequest, noting it provided the margin of excellence in several important areas, such as international trade directories, investment related materials, and vital business, government, and economic databases. The Chief of IRMO reminded the Commissioners that as the Library was a federal depository library, a repository for State of California records, and served as the city's official posting site and City Archives, the assistance provided by the Fuhrman Bequest facilitated expanded collection access for the public. Mr. Esteves then outlined the process used to develop and maintain a pre-selected list of qualified materials that could be purchased with Fuhrman Bequest funds, noting that $190,000 had be spent so far and estimating that a total of $330,000 would be spend by the end of the year.

Public comment on AGENDA ITEM #4 FUHRMAN FUND UPDATE

An anonymous member of the public commented that it was a positive sign that this item was on the agenda but that they remained unsatisfied with the report. This person challenged the appropriateness of the Library's choice of materials purchased with Fuhrman Bequest funds, questioned how economics became defined as business, and emphasized that these funds were to be used to acquire supplementary materials. This person questioned if these materials met the standards set out in Mr. Fuhrman's will. Mr. Ed Regan found the report informative and noting that politics covers a lot of ground suggested the acquisition of more materials on the 50 state governments to be made available in branch libraries and at the Main. Mr. Peter Warfield expressed appreciation for the information provided but found it incomplete, raising questions regarding the cost of materials, and finding the choices too narrowly technical to be of interest to the general reader. Mr. Warfield asked how the choices were made, who made them, and how were these choices changed over time.

Commission discussion of AGENDA ITEM #4 FUHRMAN FUND UPDATE

Vice President Steiman noted that the purpose of the Fuhrman Bequest was to provide supplementary materials to enhance the quality and depth of collections of materials for general readers that would be acquired by the general book budget. In response to questions by President Higueras, Mr. Esteves detailed the process used to set up the general order for materials such as periodicals or those published irregularly through blanket orders which he noted were now periodically reviewed by collection librarians to evaluate how these materials met users' needs. Mr. Esteves noted that in general such lists remain fairly stable from year to year and reported approximately $800,000 was used for such standing orders. Commissioner Chin called attention to the importance of databases in providing great expansion of accessm to needed sources of information, pointing that the contemporary explosion of facts was not confined to just books. Commissioner Bautista inquired if there was any commemorative signage calling attention to Mr. Fuhrman's contributions to the Library and suggested that such recognition should be considered. In response to a question by Commissioner Streets, the City Librarian reported that while it was not clear that the Commission had set a fixed policy after discussing the status of the Fuhrman Trust in 1998, it had been the practice of the library to spend only the income, around $300,000 derived each year.

AGENDA ITEM #5 AFFINITY CENTERS UPDATE REPORT

Ms. Kathy Lawhun, Chief of the Main Library, introduced Ms. Estella Manila of the Filipino American Center and Ms. Andrea Grimes of the Marjorie G. and Carl W. Stern Book Arts & Special Collections Center for update presentations on recent activities in their departments.

Ms. Grimes reported the history of the Stern Book Arts & Special Collections Center since it was organized in 1964 to centralize all of the Library's diverse special collections. Ms. Grimes called particular attention to the Schmulowitz Wit & Humor Collection, the Robert Grabhorn History of Printing and the Development of the Book Collection, and the Richard Harrison Collection of Calligraphy and Lettering as among the crown jewels of a very rich group of library collections.

Ms. Grimes then discussed the reference work, collection development, collection maintenance and cataloging, teaching classes, and many outreach activities through exhibits and associated programming done by the Center's three person staff, Asa Peavy, Susie Taylor, and Ms. Grimes. Ms. Grimes then presented an overview of recent exhibits and associated programs and called particular attention to "A Wild Exactitude" the New Yorker Magazine 1925-1950, magazine cover art from the Schmulowitz Collection open in April and May 2003 with a reception on April 12 in the Skylight Gallery. The Book Arts & Special Collections Librarian then discussed the publication of Inscriptions, by the Library in conjunction with the Book Club of California that highlights the historic Edward Robeson

Taylor inscriptions in San Francisco's Old Main Library. Ms. Grimes then reported on other upcoming exhibits and programs including "Money to Burn" opening April 19th, "Form follows Content" on April 23rd, and "Calligraphia", the only such national calligraphic event now in its 30th year on June 1st. Ms. Grimes called the Commissioners' attention to the eight exhibits, the very popular book appraisal clinic, and the publication of not only "Inscriptions" but also a book highlighting the scholarly work on the Zaph's, internationally renowned German graphic designers exhibited at the Library "Zaphfest" last year. Ms. Grimes noted that the *San Francisco Bay Guardian* had honored the little magazine collections as a "Best of the Bay", and called attention to the many class visits to the Department during the past year as well as an ongoing calligraphy study group, improvements to the homepage, and gifts received.

Ms. Estella Manila, the Filipino American Center Librarian, then presented a report of activities at the affinity center located on the Main Library's 3rd floor international Center since its opening in 1966. Ms. Manila noted the Filipino American Center was the only one of its kind in the country tracing the 400 year history of the Filipino American Community and highlighted the wide variety of programs and exhibits that the center had held during recent years. Ms. Manila called attention to a bi-lingual English and Filipino book club which the Center had created to foster continued reading of Filipino literature in the original languages continuing the Center's efforts to serve as a bridge between the Filipino American Community and the Philippines. Ms. Manila reported on the Center's very successful six year history of two day independent film/video festivals that facilitated bringing Filipino and Filipino American filmmakers' visions to a wider audience and called attention to the League of Filipino Students "Images of the Philippines" exhibit. The Filipino American Center Librarian then discussed in some detail planned programs for the coming months. The Filipino American Center's Librarian then reported on the May book launch of a history of Maniliatown reflecting the story of the I-Hotel and events in June honoring Philippine hero Dr. José Rizal as well as a Filipino National History Month exhibit. Ms. Manila noted that the very popular "Through My Father's Eyes" exhibit of pioneer Filipino American photographs was now part of the Smithsonian's traveling exhibition series had begun here. Ms. Manila next discussed her extensive outreach activities to Bay Area school, high school, college, and University students as well as visits to the Filipino Veterans Center. Ms. Manila concluded her report noting that the center had recently been featured on a local Filipino TV program that was being distributed nationally and that this year the Center had received funding to purchase additional Filipino video/cd/dvd materials.

Public comment on AGENDA ITEM #5 AFFINITY CENTERS UPDATE REPORT

An anonymous member of the public noted that they were gratified to hear these reports, but noted that Book Arts & Special Collections, a library department not an affinity center, was the jewel of the library, focused on books and rooted in the community. This person additionally noted that it had been a matter of pride that the center was open the same hours as the library and expressed a hope that the Center would get back full open hours. This person recalled that Richard Harrison, donor of the calligraphic Collection, was a person of limited means who build this magnificent collection with personal relationships. Mr. Peter Warfield commented he liked to see more reports about Library collections and called attention to the library's historic photograph collection that was located near the Book Arts & Special Collections Center. Mr. Warfield was particularly pleased with the discussion of the Old Main Library inscriptions and noted that the old card catalog was also accessible through the Center. Mr. Warfield suggested that there be more publicity when people entered the Main Library that would call attention to the tucked away Center. Mr. Warfield expressed hope that more Center materials would be cataloged and inquired if non-English language videos were also being cataloged.

Commission action on AGENDA ITEM #5 AFFINITY CENTERS UPDATE REPORT

In response to a question by Vice President Steiman, Ms. Grimes reported that many non-fragile items in the collections were digitized and accessible on the website. Ms. Manila informed Vice President Steiman that the Filipino Center's films and videos were often subtitled. Commissioner Coulter lauded the dedicated work of the centers and recalled the original conception of these institutionalized links to the Community were modeled on the New York Public Library's famed Schaumburg and Performing Arts Centers. Commissioner Coulter noted that the Friends & Foundation had helped build the affinity centers and that now the task was to see what more could be done to expand all of the centers, formalize ongoing outreach to each community, and harness each community's passion and financial support to make all of the centers programs and facilities outstanding. Commissioner Chin noted the richness of the collections and their wide ranging activities and commended Ms. Manila and Ms. Grimes. Commissioner Chin called attention to the importance of Calligraphy as an art form in Chinese Culture and expressed hope that with the opening of the New Asian Art Museum in the old Main Library collaborative efforts could be undertaken. Ms. Grimes reported that a shared exhibition was planned for later in the year and urged the Commissioner to consider taking one of the Center's calligraphy classes. In response to a question by President Higueras, the City Librarian noted that banner advertising for library programs had been used but on a limited basis as it was costly. In response to a question by Commissioner Bautista, Ms. Manila discussed efforts to connect with the original donors of the Filipino American Center and discussed how she was doing extensive outreach to bring in and involve the community in the center's activities and programs. Ms. Manila noted that in its early years there were only a limited number of books in the Center and that now it was full.

AGENDA ITEM #6 FRIENDS & FOUNDATION REPORT

Friends & Foundation President Deborah Doyle reminded the Commissioners of the Annual Library Laureates Dinner on April 4th, this year with special honors for the 3 M's Marjorie Stern, Mary Louise Stong, and Margaret "Mig" Mayer for their decades of leadership on behalf of San Francisco's public libraries. Ms. Doyle also reminded the Commissioners of a Friends & Foundation reception honoring Board of Supervisors President Matt Gonzalez and newly elected Supervisors Fiona Ma and Bevan Dufty to be held on April 9th from in the Main Library's Skylight Gallery. Ms. Doyle then reported that $15,000 in matching funds had been raised for an endowment honoring the life and work in the African American Community of the late Dr. Arthur Coleman. Ms. Doyle announced that the Bernard Osher Foundation had awarded a significant grant of $50,000 for each 1st phase branch library to the Friends & Foundation as part of its support for the Branch Improvement Program. Ms. Doyle concluded her report by calling attention to $530,000 in grants that the Friends & Foundation had made in support of the Library.

Public comment on AGENDA ITEM #6 FRIENDS & FOUNDATION REPORT

None offered.

Commission discussion of AGENDA ITEM #8 FRIENDS & FOUNDATION REPORT

Commissioner Bautista lauded the Friends & Foundation for their support for Library programs.

AGENDA ITEM #7 WAS NOT USED

AGENDA ITEM # 8 LABOR UNION REPORT

Andrea Grimes, Librarian's Guild, informed the Commission that there was no report this month.

AGENDA ITEM #9 NEW BUSINESS

Commissioner Bautista proposed discussion of appropriate signage to recognize Mr. Fuhrman's support for the Library. Commissioner Coulter requested calendaring discussion of ways to increase affinity center activities and heighten their profile in the community. President Higueras commented that this discussion would benefit from receiving information about models, such as the Denver Public Library's new African American center as well as what other libraries were doing to engage their communities. Commissioner Chin requested a report on proposed Summer activities for children and youth in light of the drastic reductions in Summer School resulting from the school district's budget problems.

Public comment on AGENDA ITEM #9 NEW BUSINESS

Mr. Peter Warfield suggested that there be a discussion of ways to improve signage in the entry areas of the Main Library to call attention to and direct users to the special collections and exhibitions. Mr. Warfield inquired as to how the public was being informed of what was available at the library.

AGENDA ITEM #10 PUBLIC COMMENT

An anonymous member of the public commented on the importance of soliciting discussion of underlying issues revealed by consideration of the Fuhrman Bequest. This person identified Mr. Fuhrman as a legendary labor leader who presented his gift to the library to facilitate his belief in its importance in educating working people about the ways society worked. This person suggested that that purpose had been institutionalized into providing support for business, that the Commissioners as trustees had allowed this change of intent, and that those who opposed this could have been brought in and involved in a serious discussion. Ms. Andrea Grimes rose to note that the success of the Book Arts & Special Collections Center rested on more than the work of one person and added acknowledgement for support provided for "A Wild Exactitude" by Library Public Affairs Chief Marcia Schneider, Suellen Bilow, and Almer Castillo; in Exhibitions & Programming, Joan Jasper, Everett Erlandson, Barbara MacMahan, Robin Uyeno, Norm Carlota, Ann Carroll; in Magazines and Newspapers, Shirley McLaughlin; in the Books Arts Center, Susie Taylor, John Erby, Chris Sheekey, Elise Wong, and Katherine Henry, as well as the assistance and support provided by the Friends & Foundation.

AGENDA ITEM #11 ADJOURNMENT

MOTION: by Commissioner Bautista, seconded by Commissioner Strobin that the meeting be adjourned at the recommendation of the President Higueras in honor the late Library Commission President, Commissioner, and benefactor Nate Schmulowitz on the anniversary of his magnificent gift to the Library.

Public comment on AGENDA ITEM #11 ADJOURNMENT

An anonymous member of the public called attention to the Commissioner Nate Schmulowitz' service as a member of the Library Commission.

ACTION: AYE 7-0 (Chin, Bautista, Coulter, Higueras, Steiman, Streets, and Strobin)

The meeting was adjourned at 6:55PM

Michael Housh, Commission Secretary 5/22/03

Please note: Any amended text is herein presented in alternative typeface. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Appendix A

Library Commission meeting of April 1, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

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Appendix A

Library Commission meeting of April 1, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, April 1, 2003

Item 1:
Approval of the Minutes: March 4, 2003

"I wish that the citizen summaries were not stapled and distributed separately. The requirement is that they be included.

Based on our discussion at the previous meeting, I find that I owe the secretary an apology. It never occurred to me that the tortured lack of grammar in the minutes was an attempt to keep the gender of the anonymous citizen private. The convention is that identity and gender are not the same thing and even if they are it is common that the masculine includes the feminine. There are plenty of people who don't agree with that and I suppose the policy has t

The change called for under approval of the minutes was in fact made.

The description of the comments of the anonymous citizen under general public comment regarding the difficulties of public accountability is substantially what was said."

Appendix A

Library Commission meeting of April 1, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, April 1, 2003

Item 2:
City Librarian's Report

"I assume that the City Librarian will be adding a litigation report any time now.

I was interested in the reports on the book "Inscriptions" and the opening of the Asian Art Museum. The accomplishment of the architect is that she did not destroy the building. It gives a very dramatic frame for the virtues of the building that were already there. This book also highlights the features that were a cherished part of that building.

This belies all of the accusations of small-mindedness that were directed at people, including myself, who attempted to save that building as a library. I think everyone understands now that was not a mean-spirited or ignoble effort.

The Schmulowitz exhibit is quite wonderful as well."

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, April 1, 2003

Item 3:
Main Library POE 1st Quarter 2003 Update

"For the most part I find this informative and helpful. It is a response to some questions that were raised a few meetings ago regarding the Commission being informed about the full extent of the POE. For the most part this addresses those concerns.

The two items that need further clarification are:

What do we mean by the final result of the projects? What do we mean by expansion of the first floor area? Are we intending to put services there that are now located on other floors? Do we have an specific plans for the uses of that area?

And relative to the signs, Are we putting in signs now that are going to be rendered moot by our own continuing projects? In most situations we plan remodeling and then come along with signage after.

Are we going to have projects for which new signs will have to be done?"

Appendix A

Library Commission meeting of April 1, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, April 1, 2003

Item 4:
Fuhrman Fund Update

"You will probably observe that I am still not happy, but this should be regarding as a positive step in a long process.

I was not one of the interveners referred to.

I was only informed of this item when I got the agenda on Saturday and Monday was a holiday. As a result my ability to prepare background material was limited.

The memorandum before us refers to business-related materials. The actual terms of the trust are expenditures for additional materials on political and economic subjects.

To what extent have we been shown that these are additional material?

To what extent are the expenditures following the intention of being 'political and economic'? The most inflammatory examples are an index of Jane's Infantry Armaments and a forms book of Judicial Council Forms. We should ask the city attorney in what sense this is political or economic."

Appendix A

Library Commission meeting of April 1, 2003

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 1, 2003

Item 5:
Affinity Centers Update Report

"The report comes under a bit of a misnomer. The Special Collections Department is not an affinity center, but rather a department of this library. Almost everyone agrees that it is one of the jewels of this library. The reasons are many, the most significant of which is that it is focused on books.

Second, it has a powerful connection to our heritage, and for that reason it was considered a matter of pride that it was open when the rest of the building was open and it was not closed separate from the rest of the building. We should be working toward getting back to full hours for that department.

Richard Harrison did not build his remarkable collection by throwing money at it. He was a working man who built that collection through building personal relationships with the artists and calligraphers themselves."

Appendix A

Library Commission meeting of April 1, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, April 1, 2003

Item 10:
Public Comment

"Commissioner Coulter states that it is important not only to solicit people's money but to solicit their minds and passions. Indeed.

Mr. Fuhrman was a legendary labor leader. The reason that he gave money to the library for political and economic subjects was because he wanted working people to be educated in the ways in which the interrelationship of our economic and political systems subverted the rights of working people.

Those concerned about his legacy have always considered your reference to 'business related' as open provocation. I am very chagrined now to find that institutionalized in memoranda drafted by the staff.

How do the trustees of the Fuhrman Fund regard this skewing of Mr. Fuhrman's gift. I hope you are satisfied with the look in the mirror because under the terms of the Fuhrman bequest you are the trustees.

Have you allowed people to make a commitment that includes their minds and their passions?"

Appendix A

Library Commission meeting of April 1, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, April 1, 2003

Item 11:
Adjournment

"I will not try your patience for too long. I don't think it was mentioned by anyone that Mr. Schmulowitz, in addition to his many other accomplishments, sat in your chair for several decades. He was a library commissioner and president of the Library Commission and that was not the least of his contributions to this institution."

EXPLANATORY DOCUMENTS
APRIL 1, 2003 LIBRARY COMMISSION MEETING

CITY LIBRARIAN'S REPORT NOTES

MAIN LIBRARY POE UPDATE REPORT 3/31/03

FUHRMAN FUND PRESENTATION

FUHRMAN FUND MEMO 3/26/03

City Librarian's Report – 4/1/03

Daily demonstrations against the war are being held at the Larkin St. entrance from 12 - 1pm. Participants are library staff and members of the public.

Proposed State budget for 2003/04 reduces Public Library Fund from $32 million to $15 million, a $400,000 loss for San Francisco. Also proposed for elimination is $12 million for resource sharing that supports "seamless" use of public libraries with no use charges no matter where you live – this service could be eliminated with jurisdictions charging for non-resident users.

Legislative Day in Sacramento is April 30th to discuss important issues with local legislators.

A staff team comprised of Kathy Lawhun, Chief of Main, Donna Corbeil, Chief of Branches and Karen Strauss, 4th Floor Main Manager, will participate in Imagine It, Explore It, Create It conference sponsored by the California State Library at the Cerritos Library in May. Susan Hildreth will also participate as a member of the advisory committee for the project.

Paul Underwood, Deputy City Librarian and Shellie Cocking, Non-print Selector, Office of Children and Youth Services, will participate in the Urban Libraries Council Executive Leadership Institute and will attend the first leadership retreat during the week of April 4th , 2003, at the National Conference Center in Virginia.

The cell phone legislation being considered by the Board of Supervisors would regulate cell phone use in performance venues like the Koret Auditorium, not in the general library areas.

San Francisco Public Library, with support from the Friends & Foundation of the SFPL, and the Book Club of California, have published Inscriptions, focusing on the history of the engraved inscriptions at the Old Main Library. Available through the San Francisco History Center.

Programs that were highlighted include the 22nd Annual Bay Area Book Reviewer Awards on April 3rd, "Put It in Writing @ Your Library" on April 8th, "Money to Burn: The Chinese Use of Ritual Papers" on April 9th, "Grotto VI: Voyages" on April 15th, and the Effie Lee Morris Lecture featuring the San Souci Brothers on April 27th.
Exhibits that were highlighted include "A Wild Exactitude: The New Yorker, 1925-1950" and " The Hidden World of Caves: Caves of the Guadalupe Mountains".

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian
Kathy Lawhun, Chief of Main

Re: Main Library Post Occupancy Evaluation (POE) Update Report

Date: March 31, 2003

This report includes a summary and projected schedule of all Post Occupancy Evaluation (POE) projects that are being planned at this time as well as information on Phase I and Phase II improvements and signage revisions.

POE Summary

Project	**Status**	**Funding**
Phase I Improvements	Bidding difficulties delayed project. Work beginning now to be completed by 8/03.	\$1,408,983 appropriated in 2000/01 for projects. \$132,952 reallocated from 2nd floor bridge project on 12/19/02. Project total is \$1,541,575.
Signage Revisions	Fabrication bid scheduled for release in 5/03, with project completion planned for 12/03.	\$50,000 appropriated for consultant services in 2000/01. \$350,000 appropriated for fabrication in 2001/02. \$100,000 reallocated from 2nd floor bridge project on 2/4/03. Project total is \$500,000.
Technical Services Relocation to Support Services Center, 190 9th St.	Design/bidding to be completed by 9/03 with construction completed by 1/04 and relocation by 3/04.	\$8.6 million in Branch Improvement Program for acquisition. \$577,408 reallocated from 2nd floor bridge project on 3/20/03. \$148,652 recommended from proposed 03-04 operating budget. Project total is \$726,060.

Borrower's Services Reconfiguration (Phase II)	Design development in process to be completed by 7/03. Construction drawings and bidding planned by March '04 and construction from March – July '04.	$1,822,500 appropriated in 2001/02 for this project. Anticipated that project will be completed within current budget.
1st Floor Public Area Expansion (Phase III)	This project is dependent on completion of Borrower's Services reconfiguration, since staff will use this area as workspace during Borrower's Services construction. Detailed planning to begin in 9/03 with anticipated completion in 3/05.	$1,890,000 estimated in POE for project. Revised cost estimate to be completed by 12/03. Library Improvement Fund has $1.3 million balance to be used for this project.
Second Floor Bridge	Construction of bridge not being planned at this time. Improved signage should mitigate need for project.	$810,000 appropriated in 2001/02 for project has been reallocated to other projects.

POE Phase I Improvements:
Trico Construction's contract should be officially approved by the end of this week. Three pre-construction meetings have been held with Trico, SFPL & BOA Project management teams. A preliminary schedule has been submitted that is currently being refined.
Here are some of the activities that will take place in the next two months:

- Submittals (of material to be used)
  Grove Street glass, bench, kick plates
  Hyde Street coiling door, granite
  Lower Level elevator oil cooler, fire door motor, sliding window, loading dock
  Sheet metal, waterproofing for perimeter
  Carrel tops
- Procurement
  Bench, coiling door, oil cooler, lift
- Construction
  Free standing bench
  Fire doors
  Carrel tops
  Metal lockers
  Sheet metal & waterproofing around perimeter
  Elevators

The entire project is scheduled to be completed by the end of July.

POE Signage Improvements:
The 90% construction documents and the sign schedule have been received from the sign consultant, Kate Keating & Co., and are currently being modified. The 100% construction documents & updated sign schedule are to be submitted by April 24. BOA will be preparing the bid package to be advertised in early May. The contractor selected should be certified to begin work in early July. There will be a one-month submittal process, 10-12 weeks for fabrication and 2 months for installation bringing the project to an end by late December 2003.

POE Phase II -1st Floor/Borrower Services Improvement:
In late January 2003, the ergonomist/workflow consultant Mike White, began his evaluation of all 1st floor and Sorting Room services. He has done many hours of observation at all service points to study daily volumes, usage patterns, customer service issues, typical transaction movements or process steps. He has also drawn a preliminary sketch of the new sorting area and the remodeled circulation counter for the 1st Floor Taskforce to consider on April 10th along with his completed report. He continues to work on a new configuration of the staff work area. All this information will allow BOA to start the actual design work. Finalization of all plans are dependent on Mr. White's recommendation and staff's detailed review of his concepts.

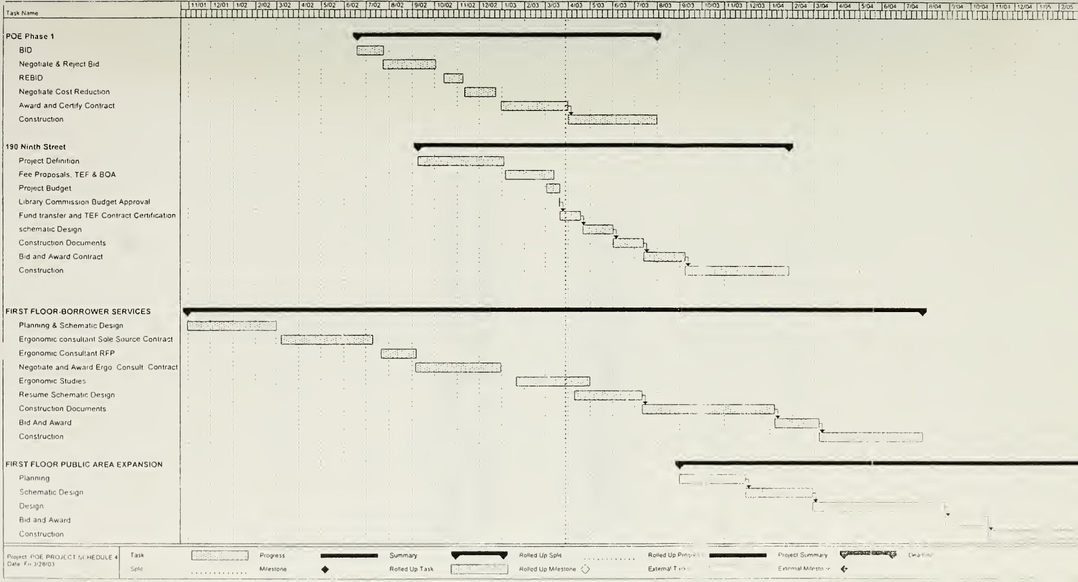
Attachment

SCHEDUL

Revised - April 1, 2003

SCHEDULE

Revised - April 1, 2003



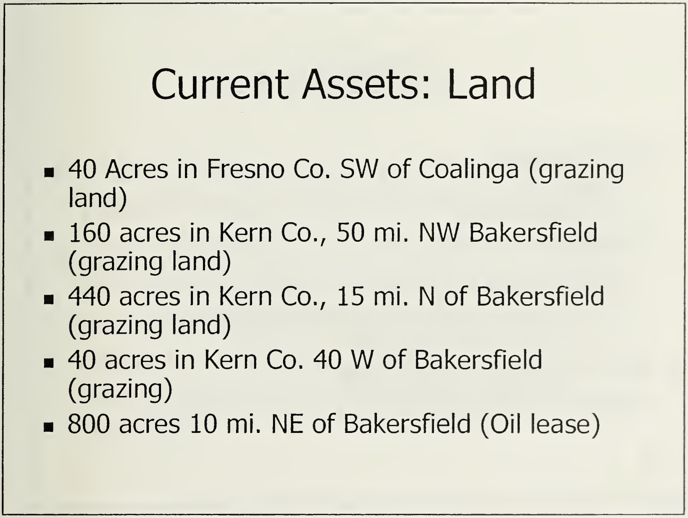
FUHRMAN FUND

Presentation to SF Library
Commission: April 1, 2003

Fuhrman Bequest: Dec.,1941

- One half of estate to the SFPL for the acquisition of additional books on economic and political subjects

- One half of estate for the adornment of Golden Gate Park.

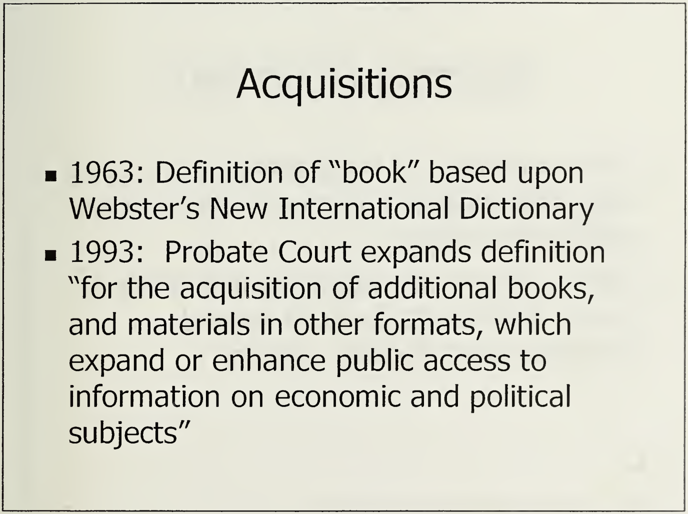


Current Assets: Land

- 40 Acres in Fresno Co. SW of Coalinga (grazing land)
- 160 acres in Kern Co., 50 mi. NW Bakersfield (grazing land)
- 440 acres in Kern Co., 15 mi. N of Bakersfield (grazing land)
- 40 acres in Kern Co. 40 W of Bakersfield (grazing)
- 800 acres 10 mi. NE of Bakersfield (Oil lease)

Value

- Grazing land:
  - 680 acres
  - $1,000 per acre
- Oil lease:
  - extended 1994 to 2020
  - Royalty: increased from 12.5% to 15.5%
  - One-time bonus: $120,000
- Fund Principle: $1,803,000
  - Basis for 2002-03 interest

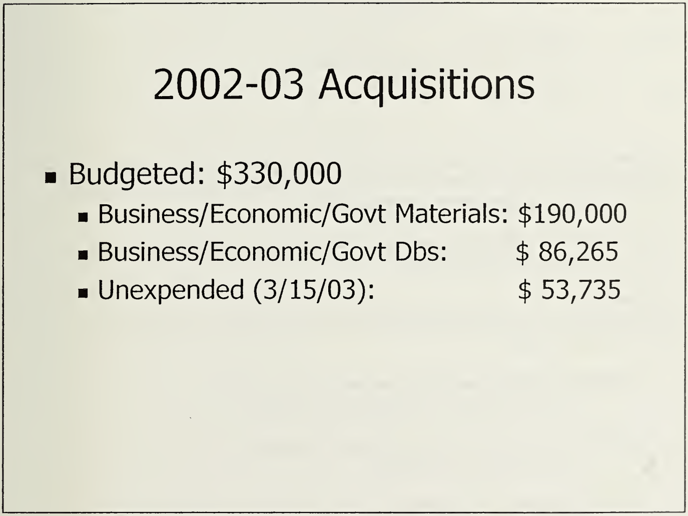


Acquisitions

- 1963: Definition of "book" based upon Webster's New International Dictionary
- 1993: Probate Court expands definition "for the acquisition of additional books, and materials in other formats, which expand or enhance public access to information on economic and political subjects"

Fuhrman Litigation

- 1993: members of public protest expanded definition (Probate Court denied public intervention)
- 1994: Intervenors appeals the Probate Courts decision to Court of Appeals (Probate Court decision upheld)



2002-03 Acquisitions

- Budgeted: $330,000
    - Business/Economic/Govt Materials: $190,000
    - Business/Economic/Govt Dbs: $ 86,265
    - Unexpended (3/15/03): $ 53,735

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

March 26, 2003

TO: SFPL Library Commissioners

FROM: Roberto Esteves
Chief: Information Resource Management

RE: Fuhrman Fund

To prepare you for my presentation on the status of the purchase of library materials from the Fuhrman Fund, I have enclosed the following list of business services and databases that qualify for expenditure under the Fuhrman bequest.

I will detail the process the Library undertakes in allocating the funds and encumbering expenditures against the Fuhrman Fund.

To summarize:
In 2002-03 the Library authorized $330,000 of Fuhrman funds to be expended on business-related materials.

$190,000 has been expended on business services to date.
A list of 489 titles in this category are attached.

$ 86,265 has been expended upon business databases:
A list of databases are attached

$ 53,735 remains to be expended

[illegible] 06-30-2003 [illegible]

[illegible] 2003 Annual survey and document[illegible]

[illegible] AMOUNT VOUCHER NOTE

[illegible] 1999/2000 [illegible] 6028 v.25

TOTAL [illegible] 06-30-2003 [illegible].84 ($409.81/copy)

Africa south of the Sahara.

PAYEE [illegible] & NO. AMOUNT VOUCHER NOTE

[illegible] 06-30-2003 [illegible].00 6051 2003 32nd ed

TOTAL [illegible] 06-30-2003 $523.00 ($523.00/copy)

[illegible]

5. Almanac [illegible]

[illegible] & industries directory

[illegible] Banks.

[illegible] of American politics.

[illegible] companies, firms and organizations [illegible] annual [illegible] for the country, [illegible]

PAYEE [illegible] & NO. AMOUNT VOUCHER FUND

[illegible] $104.21 6054 2001-02 34th ed

TOTAL [illegible] 06-30-2003 $104.21 ($104.21/copy)

10. [illegible]

11. [illegible] cost of living survey.

12. [illegible] revision.

[illegible] foreign policy and treaty index.

1[illegible] salaries and wages survey.

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[illegible]

[illegible]
[illegible]
[illegible]
TOTAL 0[illegible]

16. American [illegible] and distribution [illegible] directory.
   PDATE     INV DATE & NO.         AMOUNT VOUCHER NOTE
   11-17-02 [illegible] 07 7015    $[illegible]   [illegible] 2003 ed.
   TOTAL 07-01-2002 to 06-30-2003   $[illegible].16   ($[illegible].16/copy)

17. America's corporate finance directory.
   PDATE     INV DATE & NO.         AMOUNT VOUCHER NOTE
   11-13-02 10-1[illegible]-02 0630345     $471.9[illegible]   [illegible]781 2003
   TOTAL 07-01-2002 to 06-30-2003   $471.[illegible]   ($471.95/copy)

18. Amnesty International report.

19. Annual report / World Trade Organization.
   PDATE     INV DATE & NO.         AMOUNT VOUCHER NOTE
   10-08-02 09 1[illegible] [illegible]       $5[illegible].66   520[illegible] [illegible]/2002
   TOTAL 07-01-2002 to 06-30-2003   $5[illegible].66   ($5[illegible].66/copy)

20. Annual report / United Nations [illegible]
   PDATE     INV DATE & NO.         AMOUNT VOUCHER NOTE
   10-07-02 09[illegible]              $[illegible]   [illegible]
   TOTAL 07-01-2002 to 06-30-2003   $[illegible]   ($[illegible]/copy)

21. Argentina company handbook.

22. Arizona manufacturers directory.

23. Arkansas manufacturers register.
   PDATE     INV DATE & NO.         AMOUNT VOUCHER NOTE
   11-1[illegible]-02 10 [illegible]     $[illegible]   [illegible] 2003
   TOTAL 07-01-2002 to 06-30-2003   $[illegible]   ($[illegible]3.95/copy)

24. ASI [microform].
   PDATE     INV DATE & NO.         AMOUNT VOUCHER NOTE
   09-19-02 07 16 02 [illegible]071618  $1[illegible],560.00   5563 exp 12/2003
   0[illegible]-03-03 01 [illegible] 03 R0-[illegible]559   $1[illegible].00   50[illegible] 2002 ASI Annual
   TOTAL 07-01-2002 to 06-30-2003 $[illegible]   ($1[illegible]/copy)

25. Asia yearbook.

26. Asia's 7,500 largest companies.
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[illegible] [illegible] [illegible] [illegible]

[illegible] [illegible] [illegible] directory.
  POAN     INV DATE & NO.          AMOUNT VOUCHER NOTE
  01-17-03 10-[illegible]-02 0365[illegible]    $[illegible]    6040 002 copies 1/2003
  TOTAL 07-01-2002 to 06-30-2003    $781.20    ($390.60/copy)

50. [illegible]'s radio directory.
  POAN     INV DATE & NO.          AMOUNT VOUCHER NOTE
  01-17-03 10-23-02 0365765      $390.60     6040 11/2002
  TOTAL 07-01-2002 to 06-30-2003     $390.60    ($390.60/copy)

51. Bacon's TV/cable directory.

  Balance of payments statistics [illegible] / International Monetary Fund
  POAN     INV DATE & NO.          AMOUNT VOUCHER NOTE
  0[illegible]-17-03 0[illegible]-[illegible]-02 0365[illegible]      $100.33     6040 12/1/2002
  TOTAL 07-01-2002 to 06-30-2003      $100.33    ($100.33/copy)

[illegible] The Bank credit analyst. Investment and business forecast.

[illegible] The Bank credit analyst. U.S. investment monthly.
  POAN     INV DATE & NO.          AMOUNT VOUCHER NOTE
  0[illegible] [illegible] 0[illegible]-02 [illegible]67[illegible]    $[illegible]    [illegible] exp 11/31/0[illegible]
  TOTAL 07-01-2002 to 06-30-2003    $[illegible]     ($1,0[illegible]/copy)

55. Basic petroleum data book.
  POAN     INV DATE & NO.          AMOUNT VOUCHER NOTE
  0[illegible]-[illegible]-0[illegible] 0[illegible]-[illegible]-02 [illegible]67[illegible]     $779.58    5608 exp. 01/01/2004
  TOTAL 07-01-2002 to 06-30-2003     $779.58    ($779.58/copy)

56. Bay Area local court rules.
  POAN     INV DATE & NO.          AMOUNT VOUCHER NOTE
  09-13-02 08-[illegible]-02 802564855     $33.08     5620 2002 rev. pam
  TOTAL 07-01-2002 to 06-30-2003     $33.08    ($33.08/copy)

[illegible] [illegible] [illegible]'s Wellington letter.

[illegible] [illegible] [illegible] and [illegible] [illegible] [illegible].
  POAN     INV DATE & NO.          AMOUNT VOUCHER NOTE
  [illegible]
  TOTAL 07-01-2002 to 06-30-2003     $[illegible]     ($[illegible]/copy)

[illegible] [illegible] [illegible] & [illegible] [illegible] bulletin.
  POAN     INV DATE & NO.          AMOUNT VOUCHER NOTE
  [illegible]
  TOTAL 07-01-2002 to [illegible]     $[illegible]    ($[illegible]/copy)
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[illegible]

[illegible]
   [illegible]
   [illegible]
   TOTAL 07-01-2002 to 06-30-2003   $[illegible]   ($[illegible]/copy)

41. Best's insurance reports. Life-health United States.

42. Best's insurance reports. Property-casualty United States.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-07-02 03-30-02 1722605   $1,276.95    5700 2002
   TOTAL 07-01-2002 to 06-30-2003  $1,276.95   ($1,276.95/copy)

43. Best's key rating guide. Property-casualty.

44. Best's policy reports.

45. Better buys for business.

46. The [illegible] Beverage marketing directory.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   03-17-03 10-25-02 0365365   $1,101.78    6060 10/12002
   TOTAL 07-01-2002 to 06-30-2003  $1,101.78   ($1,101.78/copy)

47. The Biotechnology directory.

48. The Bond buyer's municipal marketplace.

49. The book of the states.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-13-02 07-19-02 0458689      $107.91     5574 2002
   TOTAL 07-01-2002 to 06-30-2003     $107.91    ($107.91/copy)

50. Brands and their companies.

51. Brazil company handbook.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-26-02 10-24-02 4250636        $85.76     5387 2002/2003 15th ed.
   TOTAL 07-01-2002 to 06-30-2003      $85.76    ($85.76/copy)

52. Building cost index numbers.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-25-03 01-08-03 0361672       $147.23     5663 exp 01/01/2004
   [illegible]                     $10.71      [illegible]
   [illegible]
   TOTAL 07-01-2002 to 06-30-2003     $[illegible]    ($[illegible]/copy)
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[illegible]

[illegible]
   [illegible]
   [illegible]
   [illegible]
   TOTAL [illegible]

54. Business rankings annual.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-04-02 10-21-02 H61270[illegible]      $347.47    5981 2003
   12-04-02 10-21-02 H64229[illegible]      $55.15     5981 cumulative index 1989 [illegible]
   TOTAL 07-01-2002 to 06-30-2003      $402.62   ($201.31/copy)

55. California agricultural directory.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-09-02 07-10-02 U4[illegible]      $53.65     5544 2002/2003
   TOTAL 07-01-2002 to 06-30-2003      $53.65   ($53.65/copy)

56. California building code. [San Francisco ed.].

57. California civil code.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-10-03 12-20-02 80[illegible]      $24.41     6029 2003 pam
   TOTAL 07-01-2002 to 06-30-2003      $24.41   ($24.41/copy)

58. California code of civil procedure.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-10-03 12-20-02 80[illegible]      $25.17     6029 2003 pam
   TOTAL 07-01-2002 to 06-30-2003      $25.17   ($25.17/copy)

59. California commercial code annotated.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-10-03 12-20-02 80[illegible]      $24.96     6029 2003 pam
   TOTAL 07-01-2002 to 06-30-2003      $24.96   ($24.96/copy)

60. California corporations code.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-10-03 12-20-02 803398737      $31.47     6029 2003 pam
   TOTAL 07-01-2002 to 06-30-2003      $31.47   ($31.47/copy)

61. California evidence code.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-10-03 12-20-02 80[illegible]      $15.19     6029 2003 pam
   TOTAL 07-01-2002 to 06-30-2003      $15.19   ($15.19/copy)

62. California government and politics annual.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-26-02 09-[illegible]-02 424[illegible]      $31.[illegible]     5892 003 copies 2002/2003 [illegible]
   ed.
   TOTAL 07-01-2002 to 06-30-2003      $[illegible]   ($[illegible]/copy)

[illegible]
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  [illegible]        [illegible] DATE & NO.          AMOUNT VOUCHER NOTE
  [illegible] [illegible] 803338232      [illegible]    6029 2003 pam
  [illegible] to 06-30-2003        $18.99   ($18.99/copy)

[illegible] plumbing code. [San Francisco ed.].

[illegible] probate code.
  [illegible]       INV DATE & NO.          AMOUNT VOUCHER NOTE
  [illegible] 11-[illegible]-02 803338232      $25.82     6029 2003 pam
  TOTAL [illegible] to 06-30-2003        $25.82    ($25.82/copy)

[illegible] real estate primer.

[illegible] rules of court. Federal.
  [illegible]       INV DATE & NO.          AMOUNT VOUCHER NOTE
  [illegible] 802542063      $14.10     5587 2002 revised pamphlets
  TOTAL [illegible] to 06-30-2003        $14.10    ($14.10/copy)

[illegible] rules of court. State.
  [illegible]       INV DATE & NO.          AMOUNT VOUCHER NOTE
  [illegible] 802542063      $21.16     5587 2002 [illegible] pamphlet
  [illegible] to [illegible] 2003        $21.16    ([illegible]/copy)

[illegible] stock letter.
  [illegible]       INV DATE & NO.          AMOUNT VOUCHER NOTE
  [illegible]      $416.81     5688 exp 01/01/2004
  [illegible] 2002 to 06-30-2003      $416.81    ($416.81/copy)

[illegible] directory.

[illegible] report for federal income tax purposes.
  [illegible]       INV DATE & NO.          AMOUNT VOUCHER NOTE
  [illegible]    $1,455.00     5755 [illegible]
  [illegible] 2002 to 07-30-2003  $1,455.00    ($1,455.00/copy)

14. [illegible] directory.
  [illegible]       INV DATE & NO.          AMOUNT VOUCHER NOTE
  [illegible]       $303.48     6040 1/17/2003
  [illegible] to 06-30-2003       $303.48    ([illegible]/copy)

[illegible] company portfolios.

[illegible] by electronic computer.
  [illegible]       INV DATE & NO.          AMOUNT VOUCHER NOTE
  [illegible]      $634.00     [illegible] 06/2002
  [illegible]      [illegible]      [illegible]
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[illegible] 2002, [illegible]

[illegible]

[illegible]

79. Chemical industry Europe.

80. China facts & figures annual.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-20-02 10-13-02 0 74815      $205.16    5884 002 copies vol [illegible]
   TOTAL 07-01-2002 to 06-30-2003     $205.16   ($102.58/copy)

81. CIS index to publications of the United States Congress.

82. CIS microfiche library [microform].
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
 . 08-19-02 07-10-02 2074447  $23,625.00    5561 exp 12/2003
   TOTAL 07-01-2002 to 06-30-2003 $23,625.00   ($23,625.00/copy)

83. City and County of San Francisco. Charter.

84. City and County of San Francisco municipal code. Administrative code

85. City and County of San Francisco municipal code. Plumbing code

86. Civil code.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-10-03 12-20-02 SO3398232     $21.41    6029 2003 pam
   TOTAL 07-01-2002 to 06-30-2003      $21.41   ($21.41/copy)

87. Code of civil procedure.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-10-03 12-20-02 SO3398232     $25.17    6029 2003 pam
   TOTAL 07-01-2002 to 06-30-2003      $25.17   ($25.17/copy)

88. Colorado manufacturers directory.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   07-17-02 07-03-02 859028-39     $88.95    5451 2003
   TOTAL 07-01-2002 to 06-30-2003      $88.95   ($88.95/copy)

89. Companies and their brands.

90. Congress and the nation.

91. Congressional index.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-06-03 01-01-03 5694609   $1,507.55    6025 exp. 1/2001
   TOTAL 07-01-2002 to 06-30-2003  $1,507.55   ($1,507.55/copy)
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[illegible]

   [illegible]
   [illegible]
   [illegible]
   TOTAL 07-01-2002 to [illegible]-2003    [illegible]   [illegible]

93. Congressional yellow book.

94. Consultants and consulting organizations directory.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-17-02 11-26-02 U727615       $917.82    5983 25th ed.
   TOTAL 07-01-2002 to 06-30-2003      $917.82   ($917.82/copy)

95. Contra Costa County commerce & industry directory.

96. The Corporate finance sourcebook.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 12-31-02 U729866       $735.71    6084 2003
   TOTAL 07-01-2002 to 06-30-2003      $735.71   ($735.71/copy)

97. Corporate meeting planners.

98. Corporate yellow book.

99. Corporations code.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-10-03 12-20-02 [illegible]        $31.47     [illegible] pa.
   TOTAL 07-01-2002 to 06-30-2003      $31.47   ($31.47/copy)

100. Countries of the world and their leaders yearbook.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-16-02 08-27-02 [illegible]       $285.46    [illegible]
   TOTAL 07-01-2002 to 06-30-2003      $285.46   ($285.46/copy)

101. Country trade sourcebook
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   04-03-03 10-[illegible]-02 [illegible]     $475.00    [illegible]
   TOTAL 07-01-2002 to 06-30-2003      $475.00   ($475.00/copy)

102. The ... CQ guide to current American government
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-23-02 07-31-02 [illegible]        $32.23     [illegible]
   TOTAL 07-01-2002 to 06-30-2003      $32.23   ($32.23/copy)

103. The CQ researcher
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   05-04-03 04-01-03 10-09508      $600.00    [illegible] April 11, 2003
   TOTAL 07-01-2002 to 06-30-2003      $600.00   ($600.00/copy)
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[illegible]

[illegible]
   [illegible]
   [illegible]
   TOTAL [illegible] to 06-30-200[illegible]  [illegible]

105. CQ's politics in America.

106. The CRB commodity yearbook

107. Credit survey.

108. Crittenden residential mortgage news.

109. CSG state directory. Directory I, Elective officials

110. CSG state directory. Directory II, Legislative leadership, committees &
   staff.

111  CSG state directory. Directory III, Administrative officials.
   PDATE      INV DATE & NO.           AMOUNT VOUCHER NOTE
   09-16-02 08-27-02 U523599          $54.89    5582 [illegible]
   TOTAL 07-01-2002 to 06-30-2003      $54.89   ($54.89/copy)

112. Current text. Accounting standards as of June 1 [illegible]
   PDATE      INV DATE & NO.           AMOUNT VOUCHER NOTE
   [illegible] 09-05-02 4237212        $67.06    5628 2002/2003 [illegible]
   10-07-02 09-05-02 4237212          $67.05    5628 2002/200[illegible]
   TOTAL 07-01-2002 to 06-30-2003     $134.11   ($67.05/copy)

113. D&B business locator [computer file].

114  D&B business rankings.
   PDATE      INV DATE & NO.           AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74816         $616.43    6046 2002
   TOTAL 07-01-2002 to 06-30-2003     $616.43   ($616.43/copy)

115. D&B consultants directory.

116. D&B healthcare reference book.
   PDATE      INV DATE & NO.           AMOUNT VOUCHER NOTE
   12-23-02 12-13-02 0-43786         $669.75    6019 6/15/02-6/15/03
   TOTAL 07-01-2002 to 06-30-2003     $669.75   ($669.75/copy)
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[illegible]
     TOTAL [illegible] 0-2003 [illegible] ([illegible]/copy)

[illegible] national [illegible]

119 D&B [illegible] book of corporate managements.

120. D&B regional business directory. San Francisco area.
     PDATE     INV DATE & NO           AMOUNT VOUCHER NOTE
     [illegible] 0-57428   $1,512.26     5590 5/15/02-5/14/03
     TOTAL 07-01-2002 to 06-30-2003  $1,512.[illegible]   ($1,512.26/copy)

121  Daily graphs. New York Stock Exchange.

122  Daily graphs. Option guide.

12[illegible] Daily [illegible] record. American Stock Exchange.
     PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
     [illegible] 09 06 02 0356671      $750.26     5698 exp. 01/01/2004
     TOTAL 07 01 2002 to 06-30-2003      $750.26  . ($750.26/copy)

[illegible] Daily stock price record. NASDAQ.
     PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
     [illegible] 0356672      $[illegible]     5688 exp. 02/01/2004
     [illegible] 0621            $70.11     6163 Rate Adj. for inv [illegible]
     TOTAL 07 01 [illegible] to 06-30-2003  $1,066.63   ($533.31/copy)

1[illegible] Daily stock price record. New York Stock Exchange.
     PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
     [illegible] 0356672      $831.56     5688 exp. 02/01/2004
     [illegible] 5-30624          $58.65     6163 Rate Adj. for inv. 0356672
     TOTAL 07-01-2002 to 06-30-2003      $[illegible]0.[illegible]    ($445.10/copy)

[illegible] Data [illegible]
     PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
     07 03 03 10 [illegible] 0 [illegible]5365      $365.00     6073 1/1/2003
     TOTAL 07 01 2002 to 06-30-2003      $365.05    ($465.00/copy)

1[illegible] [illegible]

[illegible]
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[illegible]

[illegible]
   [illegible]
   [illegible]
   TOTAL 07-01-2002 to 06-30-200[illegible]    [illegible]    ([illegible]/copy)

130. [illegible] of the United [illegible]

131. Demographic yearbook. Annuaire d[illegible]

132. Demographics USA.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-23-02 11-15-02 0367699      $5[illegible]    6000 2002
   TOTAL 07-01-2002 to 06-30-2003      $5[illegible]    ($5[illegible]/copy)

133. Demographics USA. County edition.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-15-02 0365365      $475.00     6072 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003      $475.00    ($475.00/copy)

134. The Dines letter.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-04-02 11-04-02 11042002     $195.00     [illegible] Nov 2002
   TOTAL 07-01-2002 to 06-30-2003      $195.00    ($195.00/copy)

135. The Direct marketing market place.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-26-02 10-31-02 4252436      $407.[illegible]    [illegible] 2002
   TOTAL 07-01-2002 to 06-30-2003      $407.[illegible]    ($407.[illegible]/copy)

136. Direction of trade statistics. Yearbook.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-05-03 10-25-02 0355365      $70.00     6075 12/1/2001
   TOTAL 07-01-2002 to 06-30-2003      $70.00    ($70.00/copy)

137. Directory of American firms operating in foreign countries.

138. Directory of apparel specialty stores.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74816      $383.[illegible]    6046 2003
   TOTAL 07-01-2002 to 06-30-2003      $383.[illegible]    ($383.[illegible]/copy)

139. Directory of automotive aftermarket suppliers.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-19-02 11-13-02 0-42663      $[illegible]    [illegible]
   TOTAL 07-01-2002 to 06-30-2003      $[illegible]    ($[illegible]/copy)

140. Directory of building products & hardlines distributors.
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[illegible]

141. [illegible]

142. [illegible]

143. Directory of California wholesalers and service companies

144. Directory of chain restaurant operators.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74816      $310.83    6046 2002
   TOTAL 07-01-2002 to 06-30-2003    $310.83   ($310.83/copy)

145. Directory of computer & consumer electronics retailers.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-23-02 12-13-02 0-43786      $391.00    6019 2003
   TOTAL 07-01-2002 to 06-30-2003    $391.00   ($391.00/copy)

146. Directory of computer VARs & system integrators.

147. Directory of corporate affiliations.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-08-02 07-02-02 U407557   $1,534.63    5545 2002 07
   TOTAL 07-01-2002 to 06-30-2003  $1,534.63   ($1,534.63/copy)

148. Directory of department stores.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74816      $395.41    6046 2003
   TOTAL 07-01-2002 to 06-30-2003    $395.41   ($395.41/copy)

149. Directory of discount & general merchandise stores.
   PDATE     INV DATE & NO           AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74816      $378.93    6046 2003
   TOTAL 07-01-2002 to 06-30-2003    $378.93   ($378.93/copy)

150  Directory of drug store and HBC chains
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74816      $389.92    6046 2003
   TOTAL 07-01-2002 to 06-30-2003    $389.92   ($389.92/copy)

151. Directory of food service distributors.

152. Directory of high volume independent drug stores.

153. Directory of high-volume independent restaurants.
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[illegible]

   TOTAL [illegible]

155. Directory of home furnishings [illegible]
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74516      $310.83    6048 2003
   01-17-03 10-13-02 0-74816      $310.83    6048 2003
   TOTAL 07-01-2002 to 06-30-2003    $621.66   ($310.83/copy)

156. Directory of leading chain stores.

157. Directory of mail order firms.

158. Directory of mailing list companies

159. Directory of management consultants.

160. Directory of premium, incentive & travel buyers.

161. Directory of registered investment advisors.

162. Directory of single-unit supermarket operators

163. Directory of supermarket, grocery & convenience store chains

164. The Directory of the canning, freezing, preserving industries

165. Directory of United States exporters.
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   01-17-03 12-30-02 4269030      $772.52    6048 2003
   TOTAL 07-01-2002 to 06-30-2003    $772.52   ($772.52/copy)

166. Directory of wholesale grocers.

167. Documents to the people.

168. Dow theory forecasts.
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672      $286.55    5695 exp 06/01/2003
   TOTAL 07-01-2002 to 06-30-2003    $286.55   ($286.55/copy)
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[illegible]
  [illegible]                            [illegible] [illegible] NOTE
  [illegible] 01650692          [illegible]  [illegible] 2003
  TOTAL [illegible] 30-2003              $76.96   ($76.96/copy)

1[illegible] [illegible] journal [illegible] book.
  DATE     [illegible] DATE & NO.         AMOUNT VOUCHER NOTE
  [illegible] [illegible] 0551650       $245.62    5712 2002
  TOTAL 07-01-2002 to 06-30 2003     $[illegible].62   ($245.62/copy)

1[illegible] Encyclopedia of business information sources.
  DATE     [illegible] DATE & NO.         AMOUNT VOUCHER NOTE
  [illegible] 06-[illegible]-02 1523599      $406.24    5682 17th ed
  TOTAL 07-01-2002 to 06-30-2003     $406.24   ($406.24/copy)

1[illegible] Encyclopedia of medical organization and agencies.
  DATE     INV DATE & NO              AMOUNT VOUCHER NOTE
  [illegible] [illegible] 0727615        $338.72    5983 13th ed.
  TOTAL 07-01-2002 to 06-30-2003     $338.72   ($338.72/copy)

1[illegible] [illegible] [illegible]ing industry buyers guide.
  DATE     INV DATE & NO.         AMOUNT VOUCHER NOTE
  [illegible] [illegible] [illegible]18        $173.49    6096 2003
  TOTAL 07-01-2002 to 06-30-2003     $173.49   ($173.49/copy)

175 European marketing data and statistics.
  DATE     INV DATE & NO.         AMOUNT VOUCHER NOTE
  [illegible] [illegible]-02 0779866       $577.66    6084 38th ed.
  TOTAL 07-01-2002 to 06-30-2003     $577.66   ($577.66/copy)

176 [illegible] [illegible]
  DATE     INV DATE & NO.         AMOUNT VOUCHER NOTE
  01-10-03 [illegible] 303098232     $15.19    6029 2003 pam
  TOTAL [illegible] to 06-30-2003     $15.19   ($15.19/copy)

177 Exporter's encyclopaedia.
  DATE     INV DATE & NO.         AMOUNT VOUCHER NOTE
  01 [illegible]-03 10-11-02 0-74316      $670.92    6046 8/22/02-8/21/03
  TOTAL 07-01-2002 to 06-30-2003     $670.92   ($670.92/copy)

1[illegible] [illegible] [illegible] [illegible]ment costs.

179 F&S index [illegible] annual / Information Access Company.
  DATE     INV DATE & NO.         AMOUNT VOUCHER NOTE
  [illegible]-03 09-06-02 0567672   $1,343.06    5688 exp. 01/01/2004
  TOTAL 07-01-2002 to 06-30-2003  $1,343.06   ($1,343.06/copy)
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[illegible]

180. [illegible]
   [illegible]
   [illegible]
   [illegible] ($[illegible]/copy)

181. FFS [illegible] (United States [illegible])
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0-52677    $1,313.28    5650 to. 01/01/2004
   11-13-02 11-15 02 S-60803       $75.25    5877 20206 Rate Adj. for
   102.43526
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   TOTAL 07-01-2002 to 06-30-2003  $1,388.53   ($694.26/copy)

182. FAO yearbook. Fishery statistics = FAO annuaire. Statistiques des
   p{227}ches = FAO anuario. Estad{226}isticas de pesca.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-23-02 12-13-02 0 45705       $51.67    6019 v 91
   01-17-03 10-13-02 0-74815       $28.78    6046 v 90 #2
   01-17-03 10-13-02 0 74815       $69.06    6046 v.90 #1
   TOTAL 07-01-2002 to 06-30-2003     $159.51   ($53.17/copy)

183. FAO yearbook. Production = FAO annuaire. Production.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74815       $51.80    6046 vol 54/2000
   TOTAL 07-01-2002 to 06-30-2003     $51.80   ($51.80/copy)

184. FAO yearbook. Trade = FAO annuaire. Commerce = FAO anuario. Comercio.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74815       $51.80    6046 v.53/1999
   TOTAL 07-01-2002 to 06-30-2003     $51.80   ($51.80/copy)

185. Fashion & Print.

186. Federal yellow book.

187. Financial yellow book.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-18-02 10-30-02 5793110      $242.25    5879 exp 6/03
   TOTAL 07-01-2002 to 06-30-2003     $242.25   ($242.25/copy)

188. Findex.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-04-03 10-25-02 030586      $455.00    6073 1/2003 v 25
   TOTAL 07-01-2002 to 06-30-2003     $455.00   ($455.00/copy)

189. Florida manufacturers register
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[illegible]

[illegible]
   [illegible]
   [illegible]
   TOTAL 07-01-2002 to 06-30-2003 [illegible]

191. FP markets, Canadian demographics.

192. FP survey. Industrials.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-21-02 09-09-02 U514229       $162.99    5750 2002
   TOTAL 07-01-2002 to 06-30-2003     $162.99   ($162.99/copy)

193. FP survey. Mines & energy.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-21-02 09-09-02 U514229       $162.99    5750 2002
   TOTAL 07-01-2002 to 06-30-2003     $162.99   ($162.99/copy)

194. The franchise annual.

195. Fraser's Canadian trade directory.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365       $160.00    60[illegible] 2002
   TOTAL 07-01-2002 to 06-30-2003     $160.00   ($160.00/copy)

196. Freedom in the world / Raymond D. Gastil.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-23-02 08-08-02 4230529        $75.89    5599 2001/2002
   TOTAL 07-01-2002 to 06-30-2003      $75.89   ($75.89/copy)

197. French company handbook.

198. Futures chart service. Agricultural / Knight-Ridder, Commodity Research
   Bureau.

199. Genetic engineering and biotechnology related firms worldwide directory.

200. Georgia manufacturers register.

201. Gift, housewares & home textiles buyers.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-09-02 07-0[illegible]-02 U407657       $204.11    5545 2002.
   TOTAL 07-01-2002 to 06-30-2003     $204.11   ($204.11/copy)

202. Global mining directory.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-07-02 12-08-02 562126        $397.25    5693 2002
   TOTAL 07-01-2002 to 06-30-2003     $397.25   ($397.25/copy)
   [illegible]
   [illegible]
   TOTAL [illegible]

205. Government finance statistics yearbook.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365        $80.00    6073 12/1/2001 - v. 25
   TOTAL 07-01-2002 to 06-30-2003      $80.00   ($80.00/copy)

206. Graphic arts blue book. Delaware Valley-Ohio ed.

207. Graphic arts blue book. Metropolitan New York-New Jersey ed.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   05-09-02 07-10-02 [illegible]        $100.00    5541 2002
   TOTAL 07-01-2002 to 06-30-2003     $100.00   ($100.00/copy)

208. Graphic arts blue book. Northeastern ed.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-16-02 08-13-02 0494758        $99.79    5680 2002
   TOTAL 07-01-2002 to 06-30-2003      $99.79   ($99.79/copy)

209. Graphic arts blue book. Southeastern ed.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-17-02 10-16-02 0708664        $39.79    5991 2002
   TOTAL 07-01-2002 to 06-30-2003      $39.79   ($39.79/copy)

210. The Green book / American salon.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365      $151.00    6073 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003     $151.00   ($151.00/copy)

211. Guide to American & international directories : a guide to the major
   business, scientific, technical & professional directories of the U.S.
   with major international and foreign directories included / Barry Klein,
   editor ; Bernard Klein, associate editor.

212. Guide to employment law and regulation.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-24-02 08-20-02 802558703   $768.62    5687 exp 07/2003
   TOTAL 07-01-2002 to 06-30-2003     $768.62   ($768.62/copy)

213. Guide to the American left.

214. Guide to the American right.
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[illegible]
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   [illegible]
   TOTAL 07-01-2002 to 06-30-2003     [illegible]

217. Harris New York manufacturers directory.

218. High-tech members' resource guide
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-08-02 10-13-02 200781          $[illegible].98    [illegible] 2002 edition not
   published.
   TOTAL 07-01-2002 to 06-30-2003     $[illegible]   ([illegible]0.00/copy)

219. Historic documents of ...

220. HMO/PPO directory.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 12-30-02 4269030      $289.70    6048 2003 15th ed.
   TOTAL 07-01-2002 to 06-30-2003     $289.70   ($289.70/copy)

221. Hoover's handbook of American business
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 01-16-03 4274360      $[illegible]    6091 2003
   TOTAL 07-01-2002 to 06-30-2003     $[illegible]   ($[illegible]/copy)

222. Hoover's handbook of emerging companies

223. Hoover's handbook of private companies
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-12-02 07-22-02 4225914      $174.42    5550 2002
   TOTAL 07-01-2002 to 06-30-2003     $174.42   ($174.42/copy)

224. Hoover's handbook of world business.

225. Hoover's handbooks index.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-23-02 08-08-02 4230529      $48.98    5589 2002
   TOTAL 07-01-2002 to 06-30-2003     $48.98   ($48.98/copy)

226. Hoover's masterlist of major international companies
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-12-02 07-22-02 4225914      $[illegible]    5550 2002
   TOTAL 07-01-2002 to 06-30-2003     $166.95   ($166.95/copy)
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[illegible]

228. [illegible]
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   0[illegible]-02 0[illegible]-06-02 [illegible]     $107.95    [illegible] exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003     $107.95    ($107.95/copy)

229. Idaho manufacturers directory.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-1[illegible]-02 11-14-02 858078-23     $70.95     6016 2003
   TOTAL 07-01-2002 to 06-30-2003      $70.95    ($70.95/copy)

230. IIS microfiche library [microform].
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-13-02 07-19-02 R074824  $14,149.00     5562 exp 12/2003
   12-10-02 09-25-02 R074824A     $136.00     5982 Rate Adj. for #R074824
   TOTAL 07-01-2002 to 06-30-2003 $14,285.00    ($7,142.50/copy)

231. Illinois manufacturers directory.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-24-03 01-20-03 853028-01    $185.95     6108 2003
   TOTAL 07-01-2002 to 06-30-2003     $185.95    ($185.95/copy)

232. The image makers source of the Madison Avenue handbook.

233. Income fund outlook.

234. Independent women's specialty stores & boutiques.

235. Index to the Code of federal regulations.

236. Indiana manufacturers directory.

237. Individual Investor's special situations report.

238. Industrial commodity statistics yearbook = Annuaire de statistiques
   industrielles par produit.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-23-02 08-13-02 0 81960     $173.69     5[illegible] 2003
   TOTAL 07-01-2002 to 06-30-2003     $173.69    ($173.69/copy)

239. Industry norms and key business ratios.
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[illegible]

   [illegible]
   TOTAL 07-01-2002 to 06-30-2003   [illegible]

241. Internal revenue code.

242. Internal Revenue Code of 1954. Selections.

243. International marketing data and statistics.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 12-03-02 0779866      $577.66    6084 2003 27th ed.
   TOTAL 07-01-2002 to 06-30-2003     $577.66   ($577.66/copy)

244. International petroleum encyclopedia.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-12-02 07-24-02 0448408      $175.46    5548 2002
   TOTAL 07-01-2002 to 06-30-2003     $175.46   ($175.46/copy)

245. International pulp & paper directory.

246. International trade statistics yearbook / Department of International
   Economic and Social Affairs, Statistical Office = Annuaire statistique
   du commerce international / D{226}epartement des affaires
   {226}economiques et sociales internationales, Bureau de statistique

247. International yearbook of industrial statistics.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-23-02 07-13-02 5-99313        $9.09    5582 Postage adjmt--2002
   02-03-03 10-25-02 0355365      $215.00    5073 4/1/2003 - 2003 ed.
   TOTAL 07-01-2002 to 06-30-2003     $224.09   ($112.04/copy)

248. Iowa manufacturers register.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-24-03 02-04-03 859028-28     $97.95    6106 2003
   TOTAL 07-01-2002 to 06-30-2003     $97.95   ($97.95/copy)

249. Jane's high-speed marine transportation.

250. Jane's infantry weapons.

251. Jane's military vehicles and logistics.

252. Jane's urban transport systems.
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[illegible]

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[illegible]
   PODATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   [illegible]
   TOTAL 07-01-2002 to 06-30-2003     [illegible]
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254. Japan company handbook.

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   PODATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365      $222.00    5073 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003     $222.00   ($222.00/copy)
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255. Jay Schabacker's mutual fund investing.

256. The Johns Hopkins University studies in historical and political science.

257. Kansas manufacturers directory.

258. Kelly's industrial directory.

259. Kentucky manufacturers register.

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   PODATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-13-02 10-19-02 859028-20     $90.95    5764 2003
   TOTAL 07-01-2002 to 06-30-2003      $90.95   ($90.95/copy)
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260. Keystone coal industry manual.

261. Kiplinger's retirement report.

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   PODATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672       $61.70    5583 exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003      $61.70   ($61.70/copy)
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262. Kirschner's insurance directories. Northern California.

263. Kitchen and bath business. Resource guide.

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   PODATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365       $70.00    5073 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003      $70.00   ($70.00/copy)
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264. Kompass, annuario generale dell'economia italiana.

265. Kompass Australia.

266. Kompass. China = Keng pa ssu. Chung-kuo.

267. Kompass. Directory of industry and commerce of Belgium.

[illegible] 89, 90.

[illegible]

[illegible]

270. Kompass, directory of industry and commerce of [illegible]

271. Kompass France.

272. Kompass, informatiewerk over het Nederlandse bedrijfleven

273. Kompass, Jahrbuch der deutschen Wirtschaft.

274. Kompass Korea.

275. Kompass Malaysia.

276. Kompass, register of industry and commerce of Thailand.

277. Kompass register. United Kingdom.

278. Kompass Singapore.

279. Kompass-Sverige.

280. Kompass Taiwan.

281. Laws, etc.

282. Laws, etc.

283. Laws, etc.

284. Laws, etc.

285. Laws, etc.

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[illegible]

[illegible]
   [illegible]
   [illegible]
   [illegible]
                                                   [illegible])
   [illegible]                                  5687 USCA [illegible] (2001-[illegible]
   vols)
   11-05-02 [illegible]                     [illegible]   5766 USCA 12[illegible](040) [illegible]
   BV (
                                                   5 bks)
   11-05-02 10-[illegible]-02 80[illegible]    $315.78    5766 USCA T38&T23-21 (6 Books)
   01-06-03 12-20-02 [illegible]      $210.52    6024 USCA 131 & 148 (4 books)
   01-28-03 01-20-03 80261374     $105.26    6050 USCA [illegible]50 (2 books)
   TOTAL 07-01-2002 to 06-30-2003  $1,393.68   ($232.28/copy)

287. Laws, etc. (United States code congressional and administrative news :
   Monthly).
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-11-03 01-[illegible]-03 [illegible]  $544.17    60[illegible] 2000 (5v.) & 2001 (4v.)
   Bound
                                                  Vols
   TOTAL 07-01-2002 to 06-30-2003     $544.17   ($544.17/copy)

288. Laws, etc. (West's annotated legislative service).

289. LDB interior textiles. Annual buyers' guide issue.

290. The lifestyle market analyst.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 [illegible]      $441.00    5073 3/1/2003
   TOTAL 07-01-2002 to 06-30-2003     $441.00   ($441.00/copy)

291. Lockwood-Post's directory of the pulp, paper and allied trades.

292. Louisiana manufacturers register.

293. The low-priced stock survey.

294. Major companies of Europe.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-03-02 09-16-02 [illegible]      $4[illegible].28    5712 2003 22nd v.1
   10-0[illegible]-02 09-16-02 [illegible]      $420.28    5712 2003 22nd ed v.2
   11-1[illegible]-02 10-08-02 0614139    $1,104.48    5780 2003 22nd ed 6 vols
   11-15-02 10-1[illegible]-02 [illegible]      $[illegible]    5781 2003 v.3 Germany 22nd
   11-15-02 10-1[illegible]-02 [illegible]0345      $410.11    5781 2003 v.4 Greece 22nd
   11-13-02 [illegible]-15-02 [illegible]      $420.14    5781 2003 v.5 Portugal 22nd
   TOTAL 07-01-2002 to 06-30-2003  $1,[illegible]05.40   ($700.[illegible]/copy)
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[illegible]   ([illegible]/copy)

[illegible] Australasia.
   [illegible]                     AMOUNT VOUCHER NOTE
   [illegible]          [illegible]    6081 2003
   TOTAL [illegible] 2003  [illegible]   ($1,734.52/copy)

[illegible] buyers.

[illegible] price.
   [illegible]                     AMOUNT VOUCHER NOTE
   [illegible]          [illegible]    5713 exp 02/04
   [illegible]          [illegible]    ([illegible]18.97/copy)

[illegible] money report.
   [illegible] DATE & NO.          AMOUNT VOUCHER NOTE
   [illegible]          [illegible]    5688 exp. 01/01/2004
   [illegible] 30 2003    $152.31   ($152.31/copy)

500. [illegible] manufacturers directory.

501. [illegible] off-price apparel buyers.
   [illegible] NO.                 AMOUNT VOUCHER NOTE
   [illegible]          [illegible]    5758 2002/2003
   [illegible] 2002 to 06-30-2003    [illegible]   ([illegible]/copy)

502. [illegible] American motor carrier directory.
   [illegible] & NO.               AMOUNT VOUCHER NOTE
   01-12-01 [illegible] 0365365      $560.95    6010 1/2003 v.119
   TOTAL [illegible] to 06-30-2003    $560.95   ($560.95/copy)

503. Medical and health information directory.
   [illegible] DATE & NO.          AMOUNT VOUCHER NOTE
   [illegible] 0789274      $735.74    6081 15th ed.
   TOTAL 07-01-2002 to 06-30-2003    $735.74   ($735.74/copy)

504. Medical [illegible] register.
   [illegible] & NO.               AMOUNT VOUCHER NOTE
   [illegible] 403      $335.59    6104 2003 23rd ed.
   TOTAL [illegible] 2003    [illegible]   ([illegible]/copy)

505. Medical [illegible] register. International volume.

506. [illegible] buyers.
   [illegible] & NO.               AMOUNT VOUCHER NOTE
   [illegible]          [illegible]    6050 [illegible]
   TOTAL [illegible]   ([illegible])
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[illegible]

[illegible]

[illegible]

309. [illegible] Company Handbook.

310. Michigan manufacturers directory

311. Minnesota manufacturers register
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
12-23-02 11-07-02 859028-22 $124.95 6017 2003
TOTAL 07-01-2002 to 06-30-2003 $124.95 ($124.95/copy)

312. Mississippi manufacturers register.

313. Missouri manufacturers register.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
08-23-02 08-06-02 859028-15 $120.95 5576 2003
TOTAL 07-01-2002 to 06-30-2003 $120.95 ($120.95/copy)

314. The Money market directory of pension funds and their investment managers
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
02-03-03 01-22-03 0368974 $1,228.75 6074 1/1/2003 v. 33
TOTAL 07-01-2002 to 06-30-2003 $1,228.75 ($1,228.75/copy)

315. The Money market directory of tax-exempt organizations.

316. Moneyletter.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
03-11-03 02-27-03 00127840 $109.00 6157 e.p. 07/2004
TOTAL 07-01-2002 to 06-30-2003 $109.00 ($109.00/copy)

317. Montana manufacturers directory.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
08-09-02 07-23-02 859028-13 $69.95 5543 2003
TOTAL 07-01-2002 to 06-30-2003 $69.95 ($69.95/copy)

318. Moody's international manual.

319. Moody's manuals on microfiche, 1909 to present [microform].
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
08-27-02 08-15-02 0 91565 $802.93 5568 Hun08&Gvt Trans Fiche,
Utility

.OTCH

TOTAL 07-01-2002 to 06-30-2003 $802.93 ($802.93/copy)

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[illegible]

   [illegible]
   [illegible]
   [illegible]
   TOTAL [illegible] 2003 [illegible]

321. Multinational [illegible]

322  The Municipal year book

323. Mutual fund buyer's guide.

324  NASD manual.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-17-02 12-01-02 [illegible]602667      $192.55     [illegible]
   TOTAL 07-01-2002 to 06-30-2003     $492.55   ($[illegible].55/copy)

325. National accounts statistics. Main [illegible] tables
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-07-02 09-13-02 0-33724      $164.43     [illegible]
   TOTAL 07-01-2002 to 06-30-2003     $164.4[illegible]   ($16[illegible]/copy)

326. National directory of corporate public affairs.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 12-30-02 4263030      $172.51     6043 2003 21st ed.
   TOTAL 07-01-2002 to 06-30-2003     $172.51   ($172.51/copy)

327  National e-mail and fax directory
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 12-31-02 U779866      $174.39     [illegible] 2004
   TOTAL 07-01-2002 to 06-30-2003     $174.39   ($174.39/copy)

328. National Frozen Food Association membership directory.

329. National Quotation Bureau monthly stock summary.

330. National trade and professional associations of the United States

331. Nebraska manufacturers register.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-09-02 07-31-02 859028-14     $77.95     554[illegible] 2002
   TOTAL 07-01-2002 to 06-30-2003     $77.95   ($77.95/copy)

332. Nelson Information's directory of investment [illegible]
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[illegible]

335. Nevada manufacturers register.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   [illegible]-02 11-21-02 859022-20     $52.95    6015 2003
   TOTAL 07-01-2002 to 06-30-2003      $52.95   ($52.95/copy)

336. New Mexico manufacturers register.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-1[illegible]-03 02-11-03 85902[illegible]      $73.95    6102 2003
   TOTAL 07-01-2002 to 06-30-2003      $73.95   ($73.95/copy)

337. New York Stock Exchange guide.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-17-02 12-01-02 6602667       $754.55    5756 exp 12/2003
   TOTAL 07-01-2002 to 06-30-2003     $754.55   ($754.55/copy)

338. Noload fund X.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-25-02 09-06-02 0362672       $153.34    5608 exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003     $153.34   ($153.34/copy)

339. North Carolina manufacturers register.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-24-03 01-31-03 859018-27    $134.95    6107 2003
   TOTAL 07-01-2002 to 06-30-2003     $134.95   ($134.95/copy)

340. North Dakota manufacturers register.

341. Northern California business directory.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-09-02 07-17-02 U436392      $764.06    5549 2002/2003
   TOTAL 07-01-2002 to 06-30-2003     $764.06   ($764.06/copy)

342. Northern California business directory and buyers guide.

343. O'Dwyer's directory of corporate communications.

344. O'Dwyer's directory of public relations executives.

345. O'Dwyer's directory of public relations firms.
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[illegible]
[illegible]                          [illegible] Portugal [illegible]
[illegible] 02 [illegible]           [illegible]   [illegible] Hungary 2001/2002 #10
[illegible] 02 [illegible]           [illegible]   [illegible] Netherlands 2001/02 #13
[illegible]-02 [illegible] 12[illegible]   $12.[illegible]   5683 Switzerland 2001/02 [illegible]
[illegible]-02 10-[illegible]-02 [illegible]   $27.[illegible]   5772 Sweden 2001/2002 #14
[illegible] 02 [illegible]-02 [illegible]   $42.[illegible]   5391 Greece 2001/2002
[illegible] 02 [illegible]-02 [illegible]   $[illegible]   5891 Mexico 2001/2002
[illegible] 02 [illegible]-02 [illegible]   $32.[illegible]   5891 Poland 2001/2002
[illegible] 02 [illegible]-02 [illegible]   $[illegible]   5[illegible] Slovak Republic 2001/2002
[illegible] 02 11-[illegible]-02 4[illegible]   $[illegible]   5388 Euro Area 2001/2002
[illegible] 06-[illegible] [illegible]-03   $[illegible].54   5037 Norway 2001/2002 [illegible]
[illegible]
TOTAL 07-01-2002 to 06-30-2003     $5[illegible].[illegible]    ($[illegible]/copy)

34[illegible]. [illegible] manufacturers directory.
  [illegible]     INV DATE & NO.           AMOUNT VOUCHER NOTE
  11-[illegible]-02 10-01-02 859028-18   $176.95     5702 2003
  TOTAL 07-01-2002 to 06-30-2003      $176.95    ($176.95/copy)

348. Oklahoma manufacturers register.
  [illegible]     INV DATE & NO.           AMOUNT VOUCHER NOTE
  [illegible]-02 [illegible]-[illegible]-02 859028-17   $[illegible]1.95     5577 2003
  TOTAL 07-01-2002 to 06-30-2003      $[illegible]1.95    ($[illegible]1.95/copy)

349. Oregon manufacturers directory.
  [illegible]     INV DATE & NO.           AMOUNT VOUCHER NOTE
  02-0[illegible]-03 01-02-03 859028-26   $92.95     6069 2003
  TOTAL 07-01-2002 to 06-30-2003      $92.95    ($92.95/copy)

350. Pacific Exchange guide.
  [illegible]     INV DATE & NO.           AMOUNT VOUCHER NOTE
  10-1[illegible]-02 12-01-02 6602667      $533.43     5756 exp 12/2003
  TOTAL 07-01-2002 to 06-30-2003      $533.43    ($533.43/copy)

351. Paint red book.
  [illegible]     INV DATE & NO.           AMOUNT VOUCHER NOTE
  0[illegible]-[illegible]-02 10-[illegible]-02 0[illegible]5[illegible]65      $99.00     [illegible]073 12/1/2002 - 2003 ed.
  TOTAL 07-01-2002 to 06-30-2003      $99.00    ($99.00/copy)

352. [illegible] code of California.
  [illegible]     INV DATE & NO.           AMOUNT VOUCHER NOTE
  01-10-03 12-[illegible]-02 305[illegible]      $18.[illegible]     6029 2003 pam
  TOTAL 07-01-2002 to 06-30-2003      $18.[illegible]    ($18.[illegible]/copy)

35[illegible]. Pennsylvania manufacturers register.
  [illegible]     INV DATE & NO.           AMOUNT VOUCHER NOTE
  [illegible]-02 [illegible]      $[illegible]     [illegible] 2003
  TOTAL 07-01-2002 to 06-30-2003      $[illegible]    ($[illegible]/copy)
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[illegible]

[illegible]

   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   [illegible]
   TOTAL 07-01-2002 to 06-30-2003    [illegible]

356. Phillips satellite industry directory

357. Phillips telephone industry directory

358. Phillips wireless industry directory

359. Phillips wireless industry directory. Buyer's guide.

360. The Photonics directory.
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   02-03-03 10-15-02 0465365     $119.00    6073 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003    $119.00   ($119.00/copy)

361. Platts directory of electric power producers and distributors

362. PMD, Pharmaceutical marketers directory.
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365     $167.50    6073 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003    $167.50   ($167.50/copy)

363. Political handbook of the world

364. Pratt's guide to venture capital sources.
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   09-15-02 08-27-02 4234622     $543.59    5877 2002 26th ed
   TOTAL 07-01-2002 to 06-30-2003    $543.59   ($543.59/copy)

365. Probate code
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   01-10-03 12-20-02 802398232    $25.82     6029 2003 pra
   TOTAL 07-01-2002 to 06-30-2003     $25.82   ($25.82/copy)

366. The Professional tape reader.

367. Progressive grocer's ... marketing guidebook
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   11-26-02 10-21-02 4250636     $441.59    5887 2003 w/ccp
   TOTAL 07-01-2002 to 06-30-2003    $441.59   ($441.59/copy)
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[illegible]

367. [illegible]
   PDATE      INV DATE & NO.            AMOUNT VOUCHER NOTE
   [illegible]
   TOTAL 07-01-2002 to 06-30-2003  $1,[illegible]  ([illegible]/copy)

369. Reference book for world traders : a guide for exporters & import[illegible]
   PDATE      INV DATE & NO.            AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672       $185.20    5666 exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003     $185.20    ($185.20/copy)

370. Reports required by Congress : CIS guide to executive communications.

371. Retirement letter.

372. Richard E. Band's profitable investing.
   PDATE      INV DATE & NO.            AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672       $215.09    5666 exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003     $215.09    ($215.09/copy)

373. Richard Russell's Dow theory letters incorporated.
   PDATE      INV DATE & NO.            AMOUNT VOUCHER NOTE
   08-05-02 08-06-02 080502        $250.00    5540 exp Oct.2003
   TOTAL 07-01-2002 to 06-30-2003     $250.00    ($250.00/copy)

374. Rich's everyday sales prospecting directory. Alameda County

375. Rich's everyday sales prospecting directory. Contra Costa Count

376. Rich's everyday sales prospecting directory. San Francisco County.
   PDATE      INV DATE & NO.            AMOUNT VOUCHER NOTE
   01-13-03 01-08-03 28554          $57.65    6034 2003
   TOTAL 07-01-2002 to 06-30-2003      $57.65    ($57.65/copy)

377. Rich's everyday sales prospecting directory. San Mateo County

378. Rich's everyday sales prospecting directory. Santa Clara County.
   PDATE      INV DATE & NO.            AMOUNT VOUCHER NOTE
   12-17-02 11-21-02 78401          $66.39    5935 2003
   TOTAL 07-01-2002 to 06-30-2003      $66.39    ($66.39/copy)

379. Rich's high-tech business guide to Silicon Valley and Northern California.
   PDATE      INV DATE & NO.            AMOUNT VOUCHER NOTE
   10-07-02 09-10-02 78155         $261.15    5894 2002/2003
   TOTAL 07-01-2002 to 06-30-2003     $261.15    ($261.15/copy)
   TOTAL 07-01-2002 to 06-30-2003 [illegible]

381. RP & DLR encyclopedia

382. RSMeans building construction cost data.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-26-02 10-31-02 1252436       $113.87    5883 2003 61st ed.
   TOTAL 07-01-2002 to 06-30-2003     $113.87   ($113.87/copy)

383. RSMeans square foot costs.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-17-02 11-14-02 4256394       $125.81    5988 2003  24th ed.
   TOTAL 07-01-2002 to 06-30-2003     $125.81   ($125.81/copy)

384. Rubber red book.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365       $116.00    6073 1/1/2003 - v. 55
   TOTAL 07-01-2002 to 06-30-2003     $116.00   ($116.00/copy)

385. San Francisco County commerce & industry directory.

386. The San Francisco realty index.

387. San Mateo County commerce & industry directory.

388. Santa Clara County commerce & industry directory.

389. Securities industry yearbook.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-26-02 11-12-02 U696308       $153.86    5895 2002/2003
   TOTAL 07-01-2002 to 06-30-2003     $153.86   ($153.86/copy)

390. Sheshunoff banks and S&Ls of California.

391. Shopping center directory.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365       $695.00    6073 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003     $695.00   ($695.00/copy)
   [illegible]
   [illegible]

   TOTAL 07-01-2002 to 06-30-2003     $226.06   ($602.06/copy)

393. Small business sourcebook.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   08-28-02 08-27-02 SCM 37720  -$398.23    5594 return duplicate
   02-03-03 01-03-03 U789274     $414.20    6081 17th ed.
   TOTAL 07-01-2002 to 06-30-2003      $15.97   ($414.20/copy)

394. The Sourcebook of zip code demographics.

395. South Dakota manufacturers register.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   02-03-03 01-02-03 859028-25     $74.95    6083 2003
   TOTAL 07-01-2002 to 06-30-2003      $74.95   ($74.95/copy)

396. Southern California business directory and buyers guide.

397. SRDS business publication advertising source.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   11-15-02 11-15-02 11152002     $729.30    5788 exp 05/2004
   TOTAL 07-01-2002 to 06-30-2003     $729.30   ($729.30/copy)

398. SRDS community publication advertising source
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   01-17-03 10-25-02 0365365      $218.07    6040 1/2003 v.85
   TOTAL 07-01-2002 to 06-30-2003     $218.07   ($218.07/copy)

399. SRDS consumer magazine advertising source.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   11-15-02 11-15-02 11152002     $706.81    5788 exp 05/2004
   TOTAL 07-01-2002 to 06-30-2003     $706.81   ($706.81/copy)

400. SRDS direct marketing list source.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   11-15-02 11-15-02 11152002     $572.94    5788 exp 05/2003
   TOTAL 07-01-2002 to 06-30-2003     $572.94   ($572.94/copy)

401. SRDS Hispanic media & market source.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   02-03-03 02-03-03 02032003     $297.00    6083 exp 05/2004
   TOTAL 07-01-2002 to 06-30-2003     $297.00   ($297.00/copy)
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[illegible]

[illegible]
   [illegible]
   [illegible]
   TOTAL 07-01-2002 to 06-30-2003    $681.00   ($681.00/copy)

403. SRDS newspaper advertising source (Feb. 1994- )
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   11-15-02 11-15-02 11152002     $707.88     5788 exp 05/2004
   TOTAL 07-01-2002 to 06-30-2003     $707.88   ($707.88/copy)

404. SRDS radio advertising source.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   11-15-02 11-15-02 11152002     $545.10     5788 exp 04/2004
   TOTAL 07-01-2002 to 06-30-2003     $545.10   ($545.10/copy)

405. SRDS TV & cable source.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   11-15-02 11-15-02 11152002     $527.97     5788 exp 03/2004
   TOTAL 07-01-2002 to 06-30-2003     $527.97   ($527.97/copy)

406. SFI [microform].
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   08-19-02 07-17-02 R070671  $19,170.00     5560 Exp 12/2003
   TOTAL 07-01-2002 to 06-30-2003 $19,170.00   ($19,170.00/copy)

407. Standard & Poor's analysts' handbook.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   11-19-02 11-15-02 0-40[illegible]   $1,114.26     5936 11/1/02-10/31/03
   TOTAL 07-01-2002 to 06-30-2003  $1,114.26   ($1,114.26/copy)

408. Standard & Poor's industry surveys.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672   $1,609.61     5688 exp. 02/01/2004
   03-17-03 01-13-03 S-30624      $162.73     6163 Rate Adj. for inv. 0362672
   TOTAL 07-01-2002 to 06-30-2003  $1,772.34   ($886.17/copy)

409. Standard & Poor's industry surveys.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   08-21-02 08-12-02 S-29314      $169.04     5567 Rate Adj. for inv.0353101
   09-25-02 09-06-02 0362677   $3,116.38     5688 exp. 09/11/2004
   TOTAL 07-01-2002 to 06-30-2003  $3,285.42   ($1,642.71/copy)

410. Standard & Poor's [illegible] ratings service.

411. Standard & Poor's library reference shelf #2.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672   $3,836.10     5688 exp. 02/01/2004
   03-17-03 01-13-03 S-30624      $226.50     6163 Rate Adj. for inv. 0362672
   TOTAL 07-01-2002 to 06-30-2003  $4,062.60   ($2,031.30/copy)
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[illegible]

412. [illegible]
[illegible]
[illegible]
TOTAL 07-01-2002 to 06-30-2003 [illegible] ([illegible]/copy)

413. Standard & Poor's security dealers of North America.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
09-25-02 09-06-02 0362672 [illegible] 5688 exp. 02/01/2004
TOTAL 07-01-2002 to 06-30-2003 $474.79 ($474.79/copy)

414. Standard & Poor's stock reports. New York Stock Exchange, American Stock Exchange, Nasdaq Stock Market and regional exchanges.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
09-25-02 09-06-02 0352672 $2,620.25 5688 exp. 01/01/2003
TOTAL 07-01-2002 to 06-30-2003 $2,620.25 ($2,620.25/copy)

415. Standard & Poor's/Trendline current market perspectives.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
09-25-02 09-06-02 0362672 $459.01 5688 exp. 01/01/2004
TOTAL 07-01-2002 to 06-30-2003 $459.01 ($459.01/copy)

416. Standard directory of advertisers.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
02-03-03 01-14-03 U807978 $569.72 6078 2003
TOTAL 07-01-2002 to 06-30-2003 $569.72 ($569.72/copy)

417. Standard directory of advertising agencies.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
08-23-02 07-29-02 U158489 $870.83 5574 July 2002
TOTAL 07-01-2002 to 06-30-2003 $870.83 ($870.83/copy)

418. Standard directory of international advertisers & agencies.

419. State yellow book.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
12-19-02 11-27-02 5825344 $549.10 [illegible] 2 copies [illegible] 2003
TOTAL 07-01-2002 to 06-30-2003 $549.10 ($274.55/copy)

420. The Statesman's yearbook.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
10-07-02 09-19-02 4240621 $5,717.95 5870 [illegible] copies 2003 [illegible]
TOTAL 07-01-2002 to 06-30-2003 $5,717.95 ([illegible]/copy)

421. Statistical yearbook. Annuaire statistique.

422. Strategic survey.

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[illegible]

   TOTAL 07-01-2002 to 06-30-2003 [illegible].00 ([illegible]/copy)

424. Telecommunications directory.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-17-02 11-25-02 0727615      $671.98    5283 15th ed.
   TOTAL 07-01-2002 to 06-30-2003    $671.98   ($671.98/copy)

425. Tennessee manufacturers register.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-13-02 10-25-02 859078-21    $96.95     5785 2003
   TOTAL 07-01-2002 to 06-30-2003     $96.95   ($96.95/copy)

426. Texas manufacturers register.

427. Thomas food & beverage market place.

428. Thomas food & beverage market place.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-13-02 10-15-02 U630345      $540.21    5781 2002/2003
   TOTAL 07-01-2002 to 06-30-2003    $540.21   ($540.21/copy)

429. Thomas register of American manufacturers.

430. Thomas register of American manufacturers microform].
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365   $2,782.00    6073 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003  $2,782.00   ($2,782.00/copy)

431. Thomson bank directory

432. Thomson savings directory.

433. Thorndike encyclopedia of banking and financial tables. Yearbook.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-16-02 08-13-02 9736296      $214.95    5673 thru 08/02
   TOTAL 07-01-2002 to 06-30-2003    $214.95   ($214.95/copy)

434. Trade Dimensions' ... directory of convenience stores.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-12-02 07-22-02 4725214      $337.84    5550 2002
   TOTAL 07-01-2002 to 06-30-2003    $337.84   ($337.84/copy)
   [illegible]

436. [illegible]

437. The Trademark register.

438. The Tradeshow week data book.
   PDATE      INV DATE & NO.            AMOUNT VOUCHER NOTE
   02-03-03 10-29-02 0365365        $425.95    6073 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003      $425.95   ($425.95/copy)

439. Trendline daily action stock charts.
   PDATE      INV DATE & NO.            AMOUNT VOUCHER NOTE
   09-05-02 09-06-02 [illegible]    $1,021.95     5665 exp. 09/01/2003
   05-17-03 01-15-03 [illegible]        $72.[illegible]     6165 rate Adj. for inv. [illegible]
   TOTAL 07-01-2002 to 06-30-2003  $1,0[illegible]   ($547.19/copy)

440. The Trial Court of the State of California in and for the City and County
   of San Francisco uniform local rules of court.

441. U.S. government periodicals index.

442. U.S. harmonized tariff schedule.
   PDATE      INV DATE & NO.            AMOUNT VOUCHER NOTE
   02-03-03 10-29-02 0365365        $699.00    6073 1/1/2003 v. 1[illegible]
   TOTAL 07-01-2002 to 06-30-2003      $699.00   ($699.00/copy)

443. U.S. real estate register.
   PDATE      INV DATE & NO.            AMOUNT VOUCHER NOTE
   02-03-03 10-29-02 0365365        $87.50    6073 9/1/2003 v. 36
   TOTAL 07-01-2002 to 06-30-2003      $87.50   ($87.50/copy)

444. Uniform commercial code.
   PDATE      INV DATE & NO.            AMOUNT VOUCHER NOTE
   01-10-03 12-20-02 303398232      $24.96    6020 2003 pam
   TOTAL 07-01-2002 to 06-30-2003      $24.96   ($24.96/copy)

445. The United Nations disarmament yearbook.
   PDATE      INV DATE & NO.            AMOUNT VOUCHER NOTE
   01-17-03 10-1[illegible]-02 6 73816        $71.65    5046 v.26
   TOTAL 07-01-2002 to 06-30-2003      $71.65   ($71.65/copy)
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                                              1 bks)
   09-24-02 09-20-02 802553-03   $237.53    5667 USCA T26 (2001-6400)(5
   vol.)
   11-05-02 10-20-02 802961212   $205.15    5766 USCA T26(6401-End)&Index
   v.)
                                              5 bks)
   11-05-02 10-20-02 802961212   $315.78    5766 USCA T28&T23-24 (6 Books)
   01-06-03 12-20-02 803394145   $210.52    6024 USCA T31 & T43 (4 books)
   01-23-03 01-20-03 803611574   $105.26    6058 USCA T50 (2 books)
   TOTAL 07-01-2002 to 06-30-2003  $1,393.68   ($232.26/copy)

447. United States code congressional and administrative news.
   PDATE      INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-11-03 01-20-03 5013715688  $544.17    6098 2000 (5v.) & 2001 (4v.)
   Bound
                                                Vols
   TOTAL 07-01-2002 to 06-30-2003     $544.17   ($544.17/copy)

448. The United States law week.
   PDATE      INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-05-02 0362672    $1,279.74    5688 exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003  $1,279.74   ($1,279.74/copy)

449. Utah manufacturers register.

450. The value line investment survey.
   PDATE      INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672      $512.52    5688 002 copies exp. 07/31/2003
   TOTAL 07-01-2002 to 06-30-2003     $512.52   ($256.26/copy)

451. The Value line investment survey.
   PDATE      INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672  $13,140.32    5688 016 copies 16 copies/Jun&
   Jul
                                              04
   03-17-03 01-13-03 CM-013912 -$1,596.00   6160 002 copies Publisher
   credit
   TOTAL 07-01-2002 to 06-30-2003 $11,544.32   ($82[illegible].27/copy)

452. The Value line mutual fund survey.
   PDATE      INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672      $355.06    5688 exp. 01/19/2004
   TOTAL 07-01-2002 to 06-30-2003     $355.06   ($355.06/copy)

453. Venture capital journal.
   PDATE      INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672    $1,258.60    5688 exp. 01/01/2003
   TOTAL 07-01-2002 to 06-30-2003  $1,258.60   ($1,258.60/copy)
   [illegible]
   PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
   [illegible]
   [illegible]
   TOTAL 07-01-2002 to 06-30-2003  [illegible]  ([illegible]/copy)

456. Ward's business directory of U.S. private and public companies
   PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
   10-08-02 09-12-02 4239051   $3,040.17    5709 45th ed
   TOTAL 07-01-2002 to 06-30-2003  $3,040.17   ($3,040.17/copy)

457. The Warehousing/distribution directory.

458. Washington information directory.

459. Washington manufacturers directory.

460. Washington representatives.
   PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
   08-23-02 08-01-02 4228852     $161.66    5570 2002 26th ed.
   TOTAL 07-01-2002 to 06-30-2003    $161.66   ($161.66/copy)

461. The Waterloo stock exchange yearbook.

462. Weiss Ratings' guide to banks and thrifts.
   PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
   10-07-02 08-30-02 3272988     $392.95    5701 4 issues
   TOTAL 07-01-2002 to 06-30-2003    $392.95   ($392.95/copy)

463. Weiss Ratings' guide to brokerage firms.

464. Weiss Ratings' guide to life, health and annuity insurers.

465. Weiss Ratings' guide to property and casualty insurers.
   PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
   02-24-03 01-31-03 3350589     $195.95    6105 Winter 1/03
   TOTAL 07-01-2002 to 06-30-2003    $195.95   ($195.95/copy)

466. Weiss Ratings' guide to stock mutual funds
   PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
   12-23-02 11-27-02 3271017     $195.95    6018 Summer 2002
   TOTAL 07-01-2002 to 06-30-2003    $195.95   ($195.95/copy)

467. West Africa annual.
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   [illegible]
   [illegible]
   12-19-02 10-20-02 80296367[illegible]  $105.50   5991 v.288 pt 1-[illegible]
   01-1[illegible]  [illegible]  $[illegible]  [illegible] 2003 [illegible]
   TOTAL 07-01-2002 to 06-30-2003   $1,052.49   ($212.19/copy)

469. West's annotated California codes research guide

470. West's California judicial council forms.
   PDATE     INV DATE & NO          AMOUNT VOUCHER NOTE
   08-23-02 08-19-02 802347063    $62.93    5587 July 2002
   02-05-03 01-20-03 803613390    $54.24    6085 Jan 2003 v1 & 2
   TOTAL 07-01-2002 to 06-30-2003    $117.17   ($58.58/copy)

471. West's California legislative service

472. Who writes what in life and health insurance.

473. Who's wealthy in America.

474. Who's who in American politics.

475. Who's who in finance and industry.

476. Who's who in greater Philadelphia.

477. Who's who in insurance.

478. Who's who in risk management.

479. Wiesenberger full service package.

480. Wisconsin manufacturers register.
   PDATE     INV DATE & NO.         AMOUNT VOUCHER NOTE
   08-23-02 08-07-02 859028-16   $129.95    5578 2003
   TOTAL 07-01-2002 to 06-30-2003    $129.95   ($129.95/copy)
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[illegible]

[illegible]
   [illegible]                           AMOUNT VOUCHER NOTE
   [illegible]                          [illegible]  [illegible] 10/1/2002   [illegible]
   TOTAL 07-01-2002 to 06-30-2003     $329.00   ($329.00/copy)

[illegible] firms of the nation.
   ORDER    INV DATE & NO.              AMOUNT VOUCHER NOTE
   11-15-02 10-10-02 [illegible]  $1,728.41    5779 (03 copies 2002 3 vol set)
   TOTAL 07-01-2002 to 06-30-2003  $1,728.41   ($576.13/copy)

[illegible] World business directory / World Trade Centers Association.
   ORDER    INV DATE & NO.              AMOUNT VOUCHER NOTE
   [illegible] 11-12-02 0596508      $708.86    5891 11th ed.
   TOTAL 07-01-2002 to 06-30-2003     $708.86   ($708.86/copy)

[illegible] World chamber of commerce directory.

[illegible] World economic outlook.
   ORDER    INV DATE & NO.              AMOUNT VOUCHER NOTE
   [illegible] 07-02-02 4254535        $51.49    5888 April 2002
   [illegible] 09-11-02 4264104        $51.49    6031 9/2002
   TOTAL 07-01-2002 to 06-30-2003     $102.98   ($51.49/copy)

[illegible] reporter.

[illegible] directory.

[illegible] Worldwide government directory, with international organizations.

089. Wyoming manufacturers directory.
   ORDER    INV DATE & NO               AMOUNT VOUCHER NOTE
   [illegible] 12-19-02 352029-34      $63.95    6015 2003
   TOTAL 07-01-2002 to 06-30-2003      $63.95   ($63.95/copy)
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BUSINESS DATABASES ELIGIBLE FOR FUHRMAN FUND EXPENDITURE

2002-2003 Fiscal Year

Vendor	**Database**	**Amount**
Dun & Bradstreet	International Business Locator	$11,880 (pd)
FIS	Data Direct/FactSheets	$10,500 (pd)
Gale	RDS Business & Industry	8,078
Gale	Business & Company Resource Center General Business File	$ 40,893
Info USA	Reference USA	$28,500 (pd)
Lexis/Nexis	Statistical Universe	$ 8,300
Kompass	Kompass USA	$ 1,045 (pd)
Proquest	ABI Inform	$ 34,340 (pd)
Rand	Rand California Statistical DB	$ 3,571
Total:		$147,107.00

Paid to date (3/15/03): $86,265

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DOCUMENTS DEPT.
APR 15 2003
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, April 17, 2003
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

The meeting will be called to order.

1. APPROVAL OF THE MINUTES ACTION

Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of March 20, 2003.
Explanatory document: draft Minutes

2. BOND PROGRAM BUDGET REVIEW DISCUSSION

Presentation on and discussion of the Branch Improvement Program Budget.
Explanatory document: Branch Improvement Program Budget memo

3. VISITACION VALLEY PURCHASE & SALE AGREEMENT ACTION

Presentation of and discussion of a proposed Purchase and Sale Agreement for the new Visitacion Valley Branch Library.
Explanatory documents: summary of Purchase & Sale documents

4. RELOCATION STRATEGY REVIEW ACTION

Presentation on and discussion of and possible action to approve revision of the policy for interim library services during the Branch Improvement Program, including discussion of alternative services for the Excelsior Branch Library.
Explanatory document: revised relocation strategy memo

5. BOND PROGRAM MANAGER'S REPORT DISCUSSION

(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)

This report will consist of *an informational presentation*: none; *regular reports*: program budget and schedule; active projects; and upcoming community outreach; and *special reports;* none.
Explanatory documents: current Bond Program Budget and detailed schedules,

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 fax and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web sit http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
1/13/03

6. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

7. ADJOURNMENT (requires motion and public comment) ACTION

Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.org/.

4/3/03 - M.Housh, Commission Secretary

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, March 20, 2003.
The San Francisco Public Library Commission held a regular meeting on Thursday, March 20, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:05 PM.

The following members were noted present: Commissioners Bautista, Coulter, Higueras, Steiman, and Strobin. Commissioner Streets was excused and Commissioner Chin's arrival was expected to be delayed.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE FEBRUARY 20, 2003 COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE FEBRUARY 20, 2003 COMMISSION MEETING

An anonymous member of the public raised questions concerning corrections to the December 19th Minutes finding there had been no correction of a cited grammatical error or clarification called for in Commissioner Coulter's comments about this person's remarks about Martin Paley.-Mr. Ed Regan found his remarks were accurately reported. Mr. Peter Warfield found the Minutes lacking in several areas citing his page 9 comment concerning the lack of availability of explanatory documents and in particular that the public review copy of the Richmond Prop. 14 application did not include all of the documents; he also suggested that members of the public who had requested copies had not received the materials made available to the Commissioners, citing comments by the City Librarian.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE FEBRUARY 20, 2003 COMMISSION MEETING

The City Librarian asked for a clarification of her reported reference to a copy of the Richmond Branch Prop. 14 Application being available in the rear of the auditorium for public review to clarify that a public review binder of the application and the Needs Assessment, the Plan of Service, and the Building Program was available at the rear of the auditorium and the full application and supporting documents were available in the Library Commission Office for public inspection. Commissioner Coulter suggested that in order to make the revised Minuets less confusing that amendments be made in such a way as to clearly identify any changes.

MOTION: Commissioner Steiman, seconded by Commissioner Strobin that the February 20, 2002 Minutes be approved as amended.
ACTION: AYE 5-0 (Bautista, Coulter, Higueras, Steiman, and Strobin)

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

AGENDA ITEM #2 190 -9th STREET IMPROVEMENTS

City Librarian Susan Hildreth presented a report (copy attached) on needed improvements to the 190-9th Street Support Services Center prior to move in by library staff. Ms. Hildreth recounted a brief background of its acquisition, noted that it would be used by the City's Department of Employee Relations until June 30, and highlighted the needed changes identified by Philip Sowers, Department of Public Works, Bureau of Architecture working with Library Chief of Technical Services Vivian Pisano, in collaboration with library consultants Diane Mayo and Foxie Mason. Ms. Hildreth called attention to the creation of a loading dock on Washburn Alley and the proposed reconfiguration of 1st floor spaces and the creation of additional offices on the 2nd and 3rd floors. She noted that the Bureau of Architecture would address the exterior work and interiors would be done by Tom Elliot Fisch, a local design firm. The City Librarian informed the Commission that the schematic designs should be completed later in the Spring; with construction beginning this Summer; and move in late in 2003 or early 2004 after the completion of migration to the new integrated library system was completed.

Commissioner Chin joined the meeting at 4:20PM

Ms. Hildreth reviewed the proposed reallocation of the remaining $577, 408 appropriated from the Library improvement Fund for a 2nd floor bridge in the Main Library proposed in the POE but not recommended by staff. The City Librarian reported staff recommended use of these available funds rather than the expenditure of any additional branch bond program funds on this facility. Ms. Hildreth noted that the Controller's Office recommended that notification of the change be made to the CIAC (Capital Improvement Advisory Committee).

Public comment on AGENDA ITEM #2 190 – 9th STREET IMPROVEMENTS

An anonymous member of the public wondered about the original costs estimates for using this building, and expressed concern about using operating funds to save bond money. Mr. Peter Warfield commented that the POE consultant had found creating a 2nd floor bridge crucial, noting the difficulty in accessing the Children's Center, and questioned using operating budget funds.

Commission discussion of AGENDA ITEM #2 190 – 9TH STREET IMPROVEMENTS

In response to a question concerning the project management costs by Vice President Steiman, President Higueras noted that on small projects the management costs were often a larger percent of costs because the same amount of work was needed for both large and small projects but the scope of work on larger projects made those costs a small percent of the total. Mr. Sowers explained in further detail exactly what was included in these costs. In response to additional questions by Vice President Steiman, the City Librarian noted that a review and solid cost estimate were underway for the remaining 1st floor work and that there were unencumbered additional funds remaining to apply to those projects. Ms. Hildreth noted that the

recently approved signage improvements would make a significant difference in way finding and that consideration was being given to making the elevators accessible from the Larkin and Fulton Street doors on the 2nd floor without the need for a bridge. In response to a question by Commissioner Bautista, Ms. Hildreth outlined the process staff had used to reconsider that approach and choose others. President Higueras asked if any additional funding would be needed to prepare 190-9th Street for use and was informed by the City Librarian that no additional funding needs were likely. Ms. Hildreth then summarized the bond expenditures planned for and used for acquisition of the building and noted that as all planned branch bond funds were expended it was the better course to fund as needed improvements, as has often been done with other library facilities, from the Library Improvement Fund and the operating budget. In response to a question by President Higueras, "why not use bond budget reserves"? Ms. Hildreth noted that as no Prop 14 (State Library Bond) monies had yet been received; it would be prudent in these early days of the Bond Program to preserve budget reserves to insure that sufficient funds remained available. In response to President Higueras question, "is there less impact from using operating funds instead of Bond Program funds"? The City Librarian responded, "yes". In answer to a question by Commissioner Chin concerning details of the 190-9th Street renovations, Mr. Sowers discussed in detail what would be needed in terms of demolition, creating and rearranging use of spaces, electrical and mechanical rearrangement and creation of new offices on the 2nd and 3rd floors to make most efficient use of the building for the Library. Deputy City Librarian Paul Underwood reported that the first floor would require resurfacing for use in book handling and noted that perhaps not as many office spaces might be needed resulting in some costs saving on the project.

Deputy City Librarian Paul Underwood noted that staff planned to use the existing furnishings and only buy what was necessary and that an analysis being prepared by Tom Elliot Fisch would make what would be needed clear. The City Librarian noted that the building's nearly new furnishings had been purchased for $50,000 and could be used in place or in other facilities as found to be useful. She emphasized that cost savings would be pursued whenever possible.

MOTION: Commissioner Steiman, seconded by Commissioner Strobin that the proposed reallocation of $577, 408 from the Library Improvement Fund for certain improvements to the Library's Support Services Center at 190- 9th Street be approved.

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

AGENDA ITEM #3 2003/04 BUDGET

City Librarian Susan Hildreth made a presentation to the Commission on her recommendations for budget change proposals (copy attached) to address two new needs that had emerged since the Commission addressed the budget on March 4th. The City Librarian pointed out that it had become clear that $50,000 would be needed to begin procurement for the FF&E (furniture, fixtures, and equipment) for

the 1st stage Branch Bond Program projects. Ms. Hildreth envisioned development of a variety of model furnishing styles appropriate to different types of branch librararies and reported completion of the RFP process for interior design services and selection of Kwan-Henmi to work with library staff to provide interior design services for the Branch Improvement Program. She informed the Commissioners that contract negotiations were underway. Ms. Hildreth called the Commissioners attention to the fact that FF&E cannot be purchased with bond funds and that as Friends & Foundation support was not yet available this early in their capital campaign for the branches, $50, 000 from the operating budget as start up funding for procurement would need to be allocated to get Phase I projects bid packages underway. The City Librarian noted that that five or six projects could be bundled together in an effort to obtain the best price. Ms. Hildreth noted that it was still possible to redirect funds in the budget that had been submitted and noted that several items such as, an additional express check out machine, security system upgrades, a digital camera, and Main Library AV support improvements as well as an Intranet study were no longer as high a priority as those she was recommending to provide support for the FF&E project. Additionally, the City Librarian called the Commission's attention to a $1 million bequest benefiting the Library from the late philanthropist Phyllis Wattis. Ms Hildreth reported that anticipated income from this bequest could be used to fund unmet needs including building improvements at the Main Library. The City Librarian then discussed details in the attachments to the report.

Public comment on AGENDA ITEM #3 2003/04 BUDGET REPORT

An anonymous member of the public noted that these were not simple issues and that when the budget was discussed on March 4th this individual had questioned expenditures such as the Intranet study that were defended as needed then, but it seemed could be done without now. Mr. Peter Warfield stated that explanatory materials were not available in advance finding this a disservice to the public. Mr. Warfield urged the Commission to seek more specifics on what was proposed and expressed concern that a "cookie cutter" look might result from standardized designs for branch library furniture.

Commission comment on AGENDA ITEM #3 2003/04 BUDGET REPORT

In response to a question by Vice President Steiman, the City Librarian reported that the needed Intranet improvements would, most likely, be done by a library staff team. The City Librarian noted that the previously proposed items were important but that the newly identified needs were a higher priority. Additionally, Ms. Hildreth informed Vice President Steiman of her discussions with the Friends & Foundation concerning possible future support for FF&E procurement as the Capital

Campaign for Branch Libraries got more fully underway. Vice President Steiman found little to fear of any "cookie cutter" look; noting members of the Council for Neighborhood Libraries (CNL) had expressed a greater concern that systemwide furniture standards were not yet in place. The Commission Vice President noted that a model standard of quality did not mean that everything looked the same. The City Librarian commented that there were many ways to tailor designs with differing finishes and fabrics appropriate to each branch library. In answer to questions by President Higueras, Ms. Hildreth discussed in some detail the ongoing efforts to create standards for FF&E and outlined progress with contract negotiations with Kwan-Henmi. Ms. Hildreth reported an anticipated timeline to have model standards that could serve as a bid package process template in place by early 2004. She noted that Kwan-Henmi would serve in an advisory capacity to Library and city staff working on the several identified branch projects. The City Librarian reiterated that the new Wattis Bequest could serve as a funding source to address now delayed priority Main Library issues. Responding to a question by Commissioner Chin, Ms. Hildreth noted that staff had fully researched and were using identified sources for national standards and that Kwan-Henmi was familiar with many types of current standards and the specialty market so that they could assist the Library in obtaining the highest quality for the most reasonable costs.

MOTION: Commissioner Chin, seconded by Commissioner Strobin that the proposed budget change proposals to redirect funding in the 2003/04 Budget of $148, 652 for improvements to 190 – 9th Street and $50,000 for first phase FF&E for Branch Library improvement Program be approved.

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

AGENDA ITEM #4 EXCELSIOR BRANCH DESIGN REVIEW

After a brief introduction by the City Librarian, Mr. Philip Sowers, Bureau of Architecture, Department of Public Works, presented a detailed report (copy attached) and drawing explaining revisions made in collaboration with library staff in the proposed design for the Excelsior Branch Library as result of comments offered by the peer review panel, Commissioners, and public comment at the February Design Review. Chief of Branches Donna Corbeil then presented a detailed report (copy attached) reviewing the collection planning process and the ways the resulting shelving expansion needs were met.

Public comment on AGENDA ITEM #4 EXCELSIOR BRANCH DESIGN REVIEW

An anonymous member of the public noted that peer panel comments had been reported but not remarks offered by this individual critiquing the Excelsior Branch Design process finding in particular that advocacy for books was eviscerated from reports of the community meeting. Mr. Peter Warfield criticized that his specific comments concerning reduced books and seating were not reported. Mr. Ed Regan observed that there was little public interest in window seats and expressed a desire for a report enumerating the collection by fiction and non-fiction titles. Mr. David Hooper, New Mission Terrace Association, praised the Library staff's response to community concerns, favored the proposed use of frosted glazing, noted that he could live with the window seating, that increased space for young people was important, and that the revised design was improved. Mr. Hooper expressed his thanks for the staff's hard work. Ms. Rebecca Silverberg favored the revised design finding it improved and asked that the peer reviewers receive information about the changes made. Ms. Silverberg noted that the increase in book would make the branch more crowded but that that was what was wanted by the community. Ms. Silverberg also emphasized that the branch should not lose any of the proposed additional computers as well. Mr. Peter Warfield criticized the reporting of the size of the Excelsior Branch's collections, and complained that he had not received explanatory information about this item. Mr. Warfield remarked that that more books, more materials, and retaining a separate reference desk were important.

Commission discussion of AGENDA ITEM #4 EXCELSIOR BRANCH DESIGN REVIEW

Responding a question by Commissioner Bautista, Ms. Corbeil and Mr. Underwood discussed the underlying reasons why there was a wide variety of standards but no set national standard for the number of books in library collections and called attention to various ways an appropriate collection size could be determined. Commissioner Bautista noted that Supervisor Sandoval had informed her of concerns with the size of the collection at the Excelsior Branch. The Deputy City Librarian noted that the Library in reality had one large collection located in twenty seven different locations and that this was perhaps a more accurate way to assess what was available to users. Commissioner Chin expressed concern with comments repeating "the Big Lie" that books were being removed from the libraries. She pointed out that having collections of materials that library users wanted and needed, rather than a large number of books sitting on the shelf unused, should be the criteria for evaluating appropriate collections. Vice President Steiman also challenged the accuracy of some reports of collection size noting that inflated numbers were the result of many years of not cleaning out cataloged items no longer in the collection and pointed out that the real number of books available was actually being increased. Vice President Steiman also noted that users want up to date books and information and that frequently using electronic resources was a better way to get accurate information. The Deputy City Librarian called attention to the extensive demographic and needs analysis done to make the new branch collection more responsive to what the community wanted especially more Chinese and Spanish materials and greater access to electronic resources. Mr. Underwood suggested that branch circulation would greatly increase and as the new ILS system was put into place better ways to analyze and manage the collection to facilitate its use would be possible. In response to a query by Commissioner Bautista, it was recalled that the Excelsior Branch was not included in the public art program. Vice President Steiman expressed appreciation for the increased size of the branch collection and recommended that all future branch planning begin with only the minimum allowable aisle space to meet ADA requirements to maximize space for collections. Commissioner Coulter congratulated Ms. Hildreth, Mr. Underwood, Ms. Corbeil, and the staff for making the revised design stronger with additional shelving and steps to correct misinformation concerning the actual size of its collection. Commissioner Coulter again suggested a public discussion of Collection management issues to educate the public about all of the factors that had to be considered with maintaining as well as refreshing branch collections. The Deputy City Librarian noted that a collection development workshop with the Council of Neighborhood Libraries was being planned and noted that the ULC grant provided opportunities to create a model for collection development as well as to learn from other libraries such as the New York Public Library ways to address these issues. Vice President Steiman suggested that similar collection development workshops be held in the evening and made available to members of neighborhood associations. Commissioner Chin emphasized the importance of getting input from children and youth to teach a love of learning and establish real connections with youth. Commissioner Chin recommended outreach to those who did not currently use the libraries to bring them into contact.

Commissioner Coulter left the meeting at 6:15PM.

AGENDA ITEM #5 PUBLIC COMMENT

An anonymous member of the public commented on "The Big Lie" noting that the American Library Association (ALA) had withdrawn criteria under fire in the 1970s. This person suggested that the library was principally the house of the book and that library consultants erred when recommending fewer books. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week 365 days each year and suggested that roll away chairs and tables for standing reading, drinking fountains, and a description of the collection by fiction and non-fiction titles be provided. Mr. Peter Warfield lauded Commissioners who supported more books, suggesting that quantity and quality were both possible if the books were chosen with great care.

AGENDA ITEM #6 ADJOURNMENT

MOTION: Commissioner Chin, seconded by Commissioner Bautista that the meeting be adjourned.

ACTION: AYE 5-0 (Bautista, Chin, Higueras, Steiman, and Strobin)

The meeting was adjourned at 6:36PM.

Michael Housh, Commission Secretary 3/26/03

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

The number of members of the public who spoke anonymously at this meeting. 1

Minutes of the regular Commission Meeting of March 20, 2003

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 20, 2003

Item 1:
Approval of the Minutes: February 20, 2003

"These minutes contain an approval of the January 16 minutes in which there was a reported discussion of the minutes of December 19, including a correction. I checked and the correction still has not been made.

It was a grammatical correction that no one would care a wit about except that Commissioner Coulter did ask that it be changed. So it takes a full three months to find out that it is futile to take any of our discussions here seriously.

With respect to agenda item 6 the discussion on page 12 regarding power point presentations and the Fuhrman Trust. The point was whether the public would be able to make power point presentations. Also, the point of the Fuhrman Trust comments was what positive comments with respect to Martin Paley's involvement would look like, namely that it was all Mr. Dowlin's doing and Mr. Paley lacked interest in those crucial expected situations as director of the Foundation."

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 20, 2003

Item 2:
190 - 9th Street Improvements

"I don't remember that it was foreseen we would be spending three-quarters of a million dollars to make this building useable when we were facing the decision of whether to purchase it or not.

It is of some concern where we are getting that money. First of all, we are in a relative budget crunch and we are actually spending almost $150,000 of operating budget. It is openly admitted by the City Librarian that this is in effect saving bond funds. That means you are looking book lovers in the eye and saying that this is a higher priority than book purchases. You are looking library pages in the eye and saying that this is more important than their benefits.

We are taking money out of the second floor bridge project as if it were the library's slush fund and the commission never took a decision to abandon that project."

Minutes of the regular Commission Meeting of March 20, 2003

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 20, 2003

Item 3:
Library 1003/04 Budget

"No one is suggesting that these are simple issues. This was discussed at the last meeting and one of the things that was challenged was the staff intra-net study for $50,000. The City Librarian made an impassioned and effective justification for that expenditure as efficacious in promoting staff efficiency.

Now it is identified as something that can be eliminated and the funds redirected to the support services center. This reveals our priorities.

Under main A-V equipment we find the item of the Children's Creative Center replacing antiquated equipment has been removed by the flat-screen monitors for the commission remain.

The point is that all of these items are on the block because you are saving bond funds, contingency funds and Foundation funds. Most of this money you would not even have if you had not told the public the priority is books and hours ."

Minutes of the regular Commission Meeting of March 20, 2003

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 20, 2003

Item 4:
Excelsior Branch Design Review

"Under comments from audience heading there are no comments from the anonymous citizen. The explanation is in parentheses where it says 'on design only.' If we look at the top of that page we see Hillary Gitelman is quoted as lauding the careful process. The anonymous citizen made a number of very specific comments to contradict that. It seems unfair to quote the planner's self-serving comments but not quote the citizen who contradicts them. But no one ever accused you of being fair.

The anonymous citizen also made comments that advocated books by noting the evisceration of the previous community meeting minutes. This evisceration confirms the criticism that was made at the time.

Mr. Warfield commented on the reduced book space, reference desk and reading tables. His comments were also eviscerated.

Thus, you avoid issues that you don't wish to deal with."

Minutes of the regular Commission Meeting of March 20, 2003
Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 20, 2003

Item 5:
Public Comment

"'The big lie' is a lengthy subject.

The American Library Association came up for minimum criteria for book collections and that sort of thing in the late seventies and found themselves under fire for the political ramifications. The criteria were soon abandoned for the reasons you have been discussing.

It has to do with the big lie which is that you tell the public library is the House of the Book. But as soon as you have the public's money you hire a consultant to tell you that a branch is better with fewer books.

There are considerations of efficiency and appropriateness, but it still comes down to a service to the public that you should be accountable for.

The entire issue of accountability is there precisely because it calls your aristocracy into question. That is why we have never had an accounting of the Fuhrman Fund."

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum - Revised

To: Library Commission

From: Susan Hildreth, City Librarian

Re: 190 9th Street Improvements

Date: March 19, 2003

As you are aware, the Library has purchased 190 9th St. to serve as the Support Services Center where Technical Services and other non-public functions will be housed. On July 18, 2002, the Commission authorized a Letter of Intent for the purchase. On September 19, 2002, the Commission recommended approval of a purchase and sale agreement to the Board of Supervisors. The purchase was closed in late November. JUMA, a tenant in the building, has left. The City's Employee Relations Department is currently occupying the building on a short-term basis for labor negotiations. They should vacate the building by June 30, 2003.

In the September 2002 report, staff informed the Commission that some modifications to the building would be required, specifically the creation of a loading dock. Library staff has been working closely with Philip Sowers, Bureau of Architecture (BOA), Department of Public Works, to estimate the scope and costs of improvements for the Support Services Center so that staff can function effectively in that building. We have completed our initial work and wanted to review that work with the Commission. Please see the attached memo from Philip Sowers.

The primary modifications needed in the facility are as follows:

- Creation of a loading dock on Washburn Alley in the rear of the building
- Renovations to the1st floor to facilitate access to the loading dock and to remove existing partitions so that the materials receiving function can be housed efficiently
- Reconfigurations of existing office landscape furniture and construction of a small number of new work areas/offices on the 2nd and 3rd floors

BOA will be responsible for overall construction management and design of exterior improvements. Tom Elliot Fisch (TEF) will be responsible for all interior design services. TEF is designing the tenant improvements for the new Glen Park Branch and is partnering with Field/Paoli to provide the design services for the Marina Branch Library renovation. We plan to have schematic design completed by late spring, with construction occurring in the fall, and occupancy by the Library in late 2003 or early 2004.

Costs for the modification are outlined below:

• Project Management and Design		$191,660
BOA -	$106,230	
TEF -	$85,430	
• Construction (estimated)		$534,400
Loading dock -	$200,000	
Renovations -	$200,000	
Furnishings -	$80,000	
Permits/ Contingency	$54,400	
Total costs for project		$726,060

We have expended all monies in the Branch Library Improvement Program allocated for this project ($8,626,000). The building purchase price was $8,500,000 and other costs included fees for real estate assistance, appraisal, title insurance and closing. We are dedicated to insuring that total project modifications and design costs do not exceed the above-noted total of $726,060. We recommend funding this project from two sources:

• Library Improvement Fund	$577,408
• 2003/04 Library Operating Budget	$148,652
Total	$726,060

We will review the 2003/04 Operating Budget in the next agenda item. In this item, we are recommending that the Commission reallocate $577,408 from funds appropriated for the 2nd floor bridge project to support the cited improvements for the Support Services Center. Here is a review of actions that the Commission has taken regarding funds appropriated for the 2nd floor bridge project:

2nd Floor Bridge appropriated in FY 2001/02	$810,000
12/19/02 reallocation – POE Phase I improvements	($132,592)
2/4/03 reallocation for POE Signage Fabrication	$100,000)
Balance remaining in 2nd Floor Bridge project	$577,408

We have been advised by the Controller that redirection of these funds can be accomplished by an action of the Library Commission with a subsequent notification to the Capital Improvement Advisory Committee.

The Library Improvement Fund has an unappropriated balance of $1,337,130 and will be recommended for allocation for future POE projects for the Main Library, particularly the completion of the 1st floor improvements upon relocation of Technical Services to the Support Services Center.

Attachment

City and County of San Francisco

Willie Lewis Brown, Jr., Mayor
Edwin M. Lee, Director

(415) 557-4700
FAX (415) 557-4701
http://www.sfdpw.com

Department of Public Works
Bureau of Architecture
30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102- 6028

Mark Dorian, Bureau Manager

DATE : March 17, 2003

Mr. Paul Underwood
Deputy Chief Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94103

Subject: Proposal for Design and Project Management for Renovation of 190 Ninth Street, DPW Project No.6270A

Dear Mr. Underwood:

The Bureau of Architecture is pleased to present the following proposal for design and project management services for renovation of the San Francisco Public Library Service Center at 190 Ninth Street.

Project Description:

The project consists of modifications to the existing building to accommodate the program requirements of the technical services. The exterior modification consists of the construction of an approximately 300 square foot addition on the Washburn Alley side of the building. The addition will house a loading dock sized to accommodate 13'6" high trucks and will contain an adjustable height loading platform. The interior work consists of modifications to the existing office layouts. The most extensive work will be done on the first floor where existing partitions will be removed to create large book receiving and processing areas. Some new partitions may be required on this floor. The work on the second and third floors consists of the construction of new partitions to create a small number of additional private offices and the reconfiguring of existing freestanding office cubicles.

Project Team:

The members of the project team and their respective duties are listed below:

Bureau of Architecture (BOA)

1. Project manager for the procurement of the services of consultants from the Bureau of Engineering and the private sector.
2. Design and prepare construction documents for the loading dock and any incidental work that is located to the exterior of the building.
3. Coordinate the work of the consultants.
4. Provide independent quality assurance checking of the work of the BOA and the consultants
4. Prepare bidding package for project, advertise for bids and award the construction contract.
5. Provide construction administration for the loading dock and coordinate construction administration services of the consultants.

Tom Elliot Fisch (TEF)

1. Provide interior design services for the renovation of floors 1, 2 and 3 of the building as delineated in Attachment A.
2. Retain the services of electrical, mechanical, cost estimator and specifications consultants as required for the completion of the interior renovation plans.
3. Prepare interior design drawings and specifications for inclusion in the bidding package that is prepared by BOA.
4. Provide assistance during the bidding phase of the project to answer RFI's that are submitted pertaining to the interiors portion of the work.
5. Provide construction administration services for the interiors work.

Bureau of Engineering Structural Section:

1. Provide engineering services for the structural design and preparation of construction documents for the loading dock addition.
2. Provide construction support for the structural work.

Bureau of Engineering Electrical Section:

1. Provide engineering services for the electrical design and preparation of construction documents for the loading dock.
2. Provide construction support for the electrical work

Bureau of Construction Management

1. Provide contract preparation services for bidding.
2. Provide construction management services.
3. Provide construction inspection services.
4. Monitor contractor's payroll and HRC compliance

Schedule:
The schedule below is based upon a start date of March 17. The construction period of 20 weeks was calculated using the assumption that the project utilizes materials and furnishings that require lead times of approximately 12 weeks.

Phase	Duration	End Date
Schematic design:	8 weeks	May 12
Construction Documents and Cost estimate	8 weeks	July 7
Bidding and Award	10 weeks	August 18
Construction	20 weeks	December 8

Fees:

The fee schedule below is a summary of the fees of BOA and the consultants. Please refer to the attached documents for more detail.

BOA Project Management	11,800
DPW Basic A&E Services for Design and Construction	59,430
BCM Construction Management	25,000
Tom Elliot Fisch Interior Design and Construction Admin.	86,330
Reproduction / Bidding	9,100
Total	$191,660

Construction Budget:

The cost of the loading dock is based upon the schematic design that was developed for the project. TEF was unable to estimate the cost of interior construction and furniture purchase, so I have included allowances for that portion of the work.

Loading Dock	200,000
Interior Modifications	200,000
Building Permit	6,400
Furniture Rearrangement and new parts	80,000
Contingency, 10%	48,000
Total	$534,400

Please review this letter and the attached documentation to determine if this proposal meets your requirements for design and management services. If you have any questions, you can contact me at 557-4778.

Sincerely,

Philip Sowers
Senior Architect

Enclosures: BOA Fee Calculation, BOE Structural Fee Proposal, TEF Proposal, Project Budget

c: File

Job N	7523A				Date: 3/12/2003
Project:	Library Technical Services				Location: 190 Ninth Street
		Costl			Remarks
	TOTAL PROGRAM BUDGET			726,060	
	1. CONSTRUCTION, PURCHASE, & INSTALLATION			534,400	
	1.1 Principal Construction Contract		440,000		
	1.1.1 Contract Award Amount	400,000			
	Loading Dock	200,000			
	Interior renovations	200,000			Allowance
	1.1.2 Construction Contingency	40,000			@10% of Const Cost.
	1.2 Building Permit		6,400		2% of Const. And TI Contracts
	1.3 Furniture/Equipment/Telecommunications/Computers		88,000		
	1.5.1 Furnishings Contract Award Amount	80,000			Allowance
	1.5.2 Furnishings and Equipment Construction Contingency	8,000			
	2. PROJECT CONTROL AND DESIGN			191,660	
	2.2 BOA PROJECT CONTROL AND DESIGN		105,330		
	2.2.0 Project Management	11,800			AE0
	2.3 DPW PROJECT MANAGEMENT		11,800		
	2.3.0 Project Management	11,800			
	2.5 A/E SERVICES			179,860	
	2.5.1 Basic A/E Services	59,430			BOA and BOE
	2.5.1.1 Basic A/E Design	49,430			Design Services and Contract Documents
	Architecture	33,450			AE1-AE2
	Structural	12,980			
	electrical	3,000			
	2.5.1.2 Basic A/E Construction Admin.	10,000			1/2 day / week 5 mo. (100 hr)
	2.5.2 Construction Management, & Related Services		25,000		BCM
	2.5.2.0 Payroll and HRC compliance monitoring	2,500			$500 pemonth
	2.5.2.1 Design-&-Bid-Phase CM Services	2,500			
	2.5.2.2 Construction Management/Inspection	15,000			2hr. Per day 3 mo. (130 hr.}
	2.5.2.4 Materials Testing and Inspection	5,000			As needed Consultant
	2.5.3 Bidding		9,100		
	2.5.3.1 Reproduction allowance	5,000			
	2.5.3.2 Addendum/RFI Processing	4,100			Not required
	2.5.4 TOM ELIOT FISCH DESIGN		86,330		Tom Elliot Fisch
	2.5.4.18 Interior Design	33,085			
	2.5.4.22 Furniture selection, documentation & installation	28,735			
	2.5.4.24 Detailed Cost Estimates	5,750			Consultant 2 phases
	2.5.4.25 Structural engineer	4,000			
	2.5.4.26 Structural Testing	2,000			
	2.5.4.27 Mechanical engineer	5,560			
	2.5.4.28 Electrical engineer	2,500			
	2.5.34.29 Specifications	2,200			
	2.5.4 30 Reproduction	2,500			

REF: G:\DATA\PROJECT\http //ompmail01 sfgov org/mail/shildret nsf/0/0AE996C979C9155288256CEC0062AEF6/$File/BU7B6A%7E1 XLS?OpenElement

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission
From: Susan Hildreth, City Librarian
Re: Modification of Budget Change Proposals for 2003/04 Budget
Date: March 17, 2003

Two significant funding needs have come to my attention since the Commission took action on proposed 2003/04 budget change proposals on March 4, 2003. One of these needs was identified in the previous agenda item - $148,652 for modifications to the Support Services Center. The second significant need, $50,000, would support assistance in procuring furniture, fixtures and equipment (FFE) for the first phase projects in the Branch Library Improvement Program.

The Library has completed a request for proposal process for interior design services to set furniture design standards and provide interior design services for the Branch Bond Program. Kwan-Henmi was selected from this process; and the Library is currently negotiating a contract with Kwan-Henmi for these services, which will be supported by funding from the Branch Library Improvement Program. Kwan-Henmi was also asked to provide assistance in the FFE procurement process.

As a reminder, FFE cannot be purchased with general obligation bond funds. As you know, the Friends & Foundation are mounting a capital campaign to raise private funds for the FFE. Although general obligation bond funds can be used for both overall FFE design standard-setting and for interior design services for specific projects, general obligation bond funds cannot be used to assist in the procurement of FFE. The Library had anticipated that general obligation bond funds might be able to be used to support procurement activity and has now been informed by the City's Bond Counsel that funds other than bond funds must be used to support the procurement activity.

Although Friends & Foundation are raising funds for FFE, they will not be procuring the FFE. The funds that are raised will be given to the City for purposes of FFE purchases; and all City procedures and regulations will be followed in making these purchases. Although Martin Gomez and I are discussing possible support from the Branch Capital Campaign for FFE procurement, it is not available at this early stage of the campaign.

The Library has identified existing Library staff who can manage the procurement process, with the assistance of City purchasing staff, yet the specific nature of the FFE and the volume of the purchases is such that we are recommending that Library staff obtain specialized advice and consultation of Kwan-Henmi for this significant procurement process. We anticipate bundling at least 6 projects in the first phase of procurement, which would result in a package of approximately $3 million. The contract that Kwan-Henmi will have in place for the bond program can be modified to include these services. Please see the attached memo from Sylvia Kwan, Kwan-Henmi, outlining the proposed services.

Therefore, we have identified a critical need for $198,652 that takes precedence over several of the enhancements that you approved on March 4, 2003. We propose to redirect funding from the following projects to support this need:

Express Checkouts (Reduce from 3 to 2 units)	$31,500
Security System Upgrade	$60,000
Digital Camera (Balance available $2,858)	$3,652
Main AV Equipment	$33,500
Operations increase	$20,000
Staff Intranet study	$50,000
Total	$198,652

We hope that we will be able to fund some of these initiatives from other allocations in the 2003/04 operating budget. Since I was not able to present the City Librarian's report at the March 4, 2003, meeting, I did not have the opportunity to inform you of the generous $1 million bequest from the estate of Phyllis Wattis to the Friends & Foundation to establish the "Phyllis C. Wattis Fund for the Main Library". The earnings from this fund will be designated for the general purposes of the Main Library including, but not limited to, the acquisitions of books, maintenance and capital improvements. We would anticipate using some of these funds, when available, for some of the needs that we have identified and not been able to fund for the Main Library.

If the Commission approves this redirection, the budget change proposals would be modified to include two new projects:

Improvements to 190 9th St.	$148,652
Branch FFE procurement	$50,000

These redirections do not change the Budget Change Proposal totals. The Mayor's Budget Office has not yet closed the budget so these modifications could be made but we do need action on this item at the March 20th meeting. Also, the Capital Improvement Plan for 2003/04 would be modified. We currently have $200,000 allocated for facility maintenance; and this amount would be increased by $148,652 for a total of $348,652.

Attachments

Priority	DIVISION	TITLE	DESCRIPTION	FTE	Personal Services	Operating Expense	Total
1	Systemwide	Convert 3602 Library Page with Benefits to Permanent Civil Service Status	Convert 70 Library Page positions from Temporary PTAN or provisional status to Permanent Civil Service status. Incumbants in these positions receive health and retirement benefits and conversion is necessary in order for these staff to continue receiving benefits.	2 89	$ 172,650	$ -	$ 172,650
2	IRMO	Book Budget Increase	Increase book budget commensurate with increase in revenue (3%).	0.00	$ -	$ 182,000	$ 182,000
3	Main	Maintenance and supplies for Public Copy and Print Program	Supplies for the Public Copy and Print Program. Includes paper, toner, and maintenance of copiers and printers. Opportunity funds used in the current year to cover supplies; copiers and printers under warrenty the first year	0.00	$ -	$ 33,000	$ 33,000
4	**Systemwide**	**Support Services Center Modifications**	**Construction of loading dock, modifications to 1st floor to accommodate shipping, receiving, and temporary storage of materials, and reconfiguration of of existing offices and construction of new work areas on the 2nd and 3rd floors. Total project costs $726,060 -- $148,652 from LPF and $577,408 from the Library Improvement Fund (balance of funds appropriated for construction of a 2nd floor bridgeway in the Main Library).**	**0.00**	$ -	**$ 148,652**	**$ 148,652**
5	**Systemwide**	**FF&E Procurement Consultation (Branch Bond Program)**	**Services provided by Kwam-Henmi for assistance in procuring FF&E for Phase 1 projects. Contract for developing furniture design standards and procurement being negotiated with Kwam-Henmi following an RFP process. Bond funds cannot be used to assist in procurement of furnishings. Funds would be used to support this service.**	**0.00**	$ -	**$ 50,000**	**$ 50,000**
6	Operations	190 9th St.	Custodian for Support Services Center at 190 9th Street. Building purchased November 2002 to serve as systemwide support center is 3 floors with approx. 45,000 sf.	1.00	$ 37,167	$ -	$ 37,167
7	Main	Collection Agency	Funds to contract with Unique Management to pursue materials borrowed but not returned. Requires enactment of a new $10 Collection Management Fee, $8 95 of which would be paid to Unique Management to cover the cost of the contract. Program is cost neutral. Experience of other libraries using Unique Managment's services is 65% recovery of materials and fines due.	0.00	$ -	$ 70,000	$ 70,000
8	**Branch**	**Equipment Purchase - Express Checkout Machines**	**One-time funding to purchase two express checkout machines for installation at Mission and Anza Branch Libraries. Each unit costs $31,500 which includes site license and maintenance.**	**0.00**	$ -	**$ 63,000**	**$ 63,000**
9	IRMO	Redistribution of Supplies	Augment funds used to purchase materials and supplies for the Redistribution Program (donation of books taken out of circulation to other public benefit organizations). Items include pallets, boxes, wrapping tape & other supplies; postage and shipping, and a box lifter/pallet jack.	0.00	$ -	$ 1,500	$ 1,500
10	Children	Media Center Display Furniture	One-time expenditure to purchase 4 media display units for Children's programming.	0.00	$ -	$ 5,642	$ 5,642
11	**Public Affairs**	**Equipment Purchase - Digital Still Photo Camera**	**One-time funding to purchase a professional grade digital camera needed for publicity photos for programs and exhitits, constuction documents, and trade publications.**	**0.00**	$ -	**$ 2,858**	**$ 2,858**
12	Public Affairs	Equipment Purchase - 18 inch flat screen LCD computer monitors	One-time funding to purchase three 18-inch flat screen LCD computer monitors to replace salvaged CRT terminals currently used for Commission meetings.	0.00	$ -	$ 2,550	$ 2,550
	TOTAL PROPOSED			**3.89**	**$ 209,817**	**$ 559,202**	**$ 769,019**
	One-time Costs				$ -	$ 194,202	$ 194,202
	Permanent/Ongoing				$ 209,817	$ 365,000	$ 574,817

3/17[illegible]

ATTACHMENT B

P[illegible]c Library
FY 2003-04 BUDGET CHANGE PROPOSALS
(Approved by Library Commission 3/4/03)

Priority	DIVISION	TITLE	DESCRIPTION	FTE	Personal Services	Operating Expense	Total
1	Systemwide	Convert 3602 Library Page with Benefits to Permanent Civil Service Status	Convert 70 Library Page positions from Temporary PTAN or provisional status to Permanent Civil Service status. Incumbants in these positions receive health and retirement benefits and conversion is necessary in order for these staff to continue receiving benefits	2.89	$ 172,650	$ -	$ 172,650
2	IRMO	Book Budget Increase	Increase book budget commensurate with increase in revenue (3%).	0.00	$ -	$ 182,000	$ 182,000
3	Main	Maintenance and supplies for Public Copy and Print Program	Supplies for the Public Copy and Print Program. Includes paper, toner, and maintenance of copiers and printers. Opportunity funds used in the current year to cover supplies; copiers and printers under warrenty the first year.	0.00	$ -	$ 33,000	$ 33,000
4	Operations	190 9th St.	Custodian for Support Services Center at 190 9th Street. Building purchased November 2002 to serve as systemwide support center is 3 floors with approx. 45,000 sf.	1.00	$ 37,167	$ -	$ 37,167
5	Main	Collection Agency	Funds to contract with Unique Management to pursue materials borrowed but not returned. Requires enactment of a new $10 Collection Management Fee, $8.95 of which would be paid to Unique Management to cover the cost of the contract. Program is cost neutral. Experience of other libraries using Unique Managment's services is 65% recovery of materials and fines due.	0.00	$ -	$ 70,000	$ 70,000
6	Operations	Operational Costs	Increase in scavenger services ($10,000), rental of custodial uniforms, mat cleaning, and tools ($5,000), and building maintenance supplies ($5000).	0.00	$ -	$ 20,000	$ 20,000
7	IRMO	Redistribution of Supplies	Augment funds used to purchase materials and supplies for the Redistribution Program (donation of books taken out of circulation to other public benefit organizations) Items include pallets, boxes, wrapping tape & other supplies; postage and shipping, and a box lifter/pallet jack	0.00	$ -	$ 1,500	$ 1,500
8	Branch	Equipment Purchase - Express Checkout Machines	One-time funding to purchase three express checkout machines for installation at Mission, Ortega, and Anza Branch Libraries. Each unit costs $31,500 which includes site license and maintenance.	0.00	$ -	$ 94,500	$ 94,500
9	Operations	Security System Upgrade	One-time funding to retrofit and upgrade the Main Library's security system. Includes improvements and expansion of the camera surveilance system and interface with the building alarm system; to upgrade the monitoring and information storage to a digital system; and, to incorporate the staff badgin system into the existing security system.	0.00		$ 60,000	$ 60,000
10	Children	Media Center Display Furniture	One-time expenditure to purchase 4 media display units for Children's programming.	0.00	$ -	$ 5,642	$ 5,642
11	IRMO	Staff Usability	One-time contract funds to conduct a usability study of the Library's intranet system. The system (StaffNet) provides a centralized repository for Library public service and operational policies, procedures, forms and other information used by staff to conduct business and provide service. The system has developed in an ad hoc fashion, is not as effective as it can be, and the study will facilitate improvements in sytem content and use.	0.00	$ -	$ 50,000	$ 50,000
12	Public Affairs	Equipment Purchase - Digital Still Photo Camera	One-time funding to purchase a professional grade digital camera needed for publicity photos for programs and exhitits, constuction documents, and trade publications.	0.00	$ -	$ 6,510	$ 6,510
13	Public Affairs	Equipment Purchase - 18 inch flat screen LCD computer monitors	One-time funding to purchase three 18-inch flat screen LCD computer monitors to replace salvaged CRT terminals currently used for Commission meetings	0.00	$ -	$ 2,550	$ 2,550
14	Public Affairs	Main Library A/V Equipment Refreshment	One-time funding to upgrade and replace antiquated A/V equipment in the Children's Creative Center ($17,500) and the Stong Conference Room ($16,000). Equipment to be purchased includes DLP projectors and a DVD player. Also includes funds to upgrade computer/projector interface components and reporgam A/V system remote controls to operate the projectors.	0.00	$ -	$ 33,500	$ 33,500
	TOTAL PROPOSED			**3.89**	**$ 209,817**	**$ 559,202**	**$ 769,019**
	One-time Costs				$ -	$ 252,702	$ 252,702
	Permanent/Ongoing				$ 209,817	$ 306,500	$ 516,317

KH
KwanHenmi
ARCHITECTURE/PLANNING

Memo

date March 14, 2003

project **SF Branch Library Improvement Program (BLIP)**
KH project no. **MC03.02**
prepared by Sylvia Kwan
Subject Scope of Services & Fee for Procurement

To	From
Susan Hildreth, City Librarian	Sylvia Kwan, Kwan Henmi.Marie Fisher.Assoc. (KHMF)

Cc: Marilyn Thompson, Marie Fisher

Here is the scope of services for the procurement process, per our discussion of last week and my conversation with Robin Burgstahler of SFPL today.

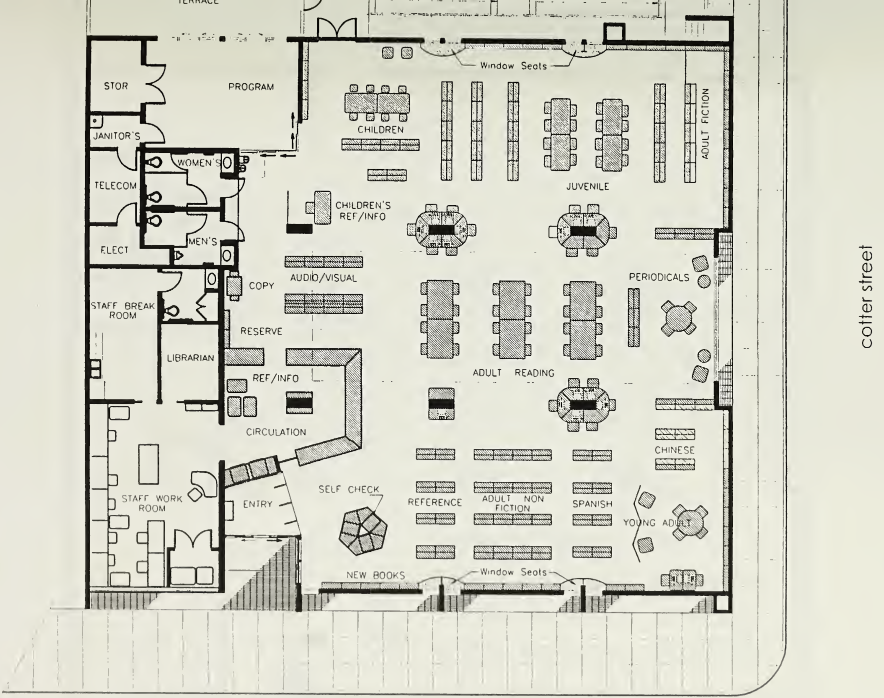
1. Develop procurement process with Robin Burgstahler, to coordinate between her past projects and our proposed methodology.
2. Develop RFQ and RFP forms for vendors.
3. Assist SFPL with modification of Dept of Purchasing forms.
4. Assist SFPL with review of prequalification, proposal, and purchasing process for each of 6 procurement packages.

For the above scope, our fee will be on an hourly basis not to exceed Fifty Thousand Dollars ($50,000.00).

Additional Services:

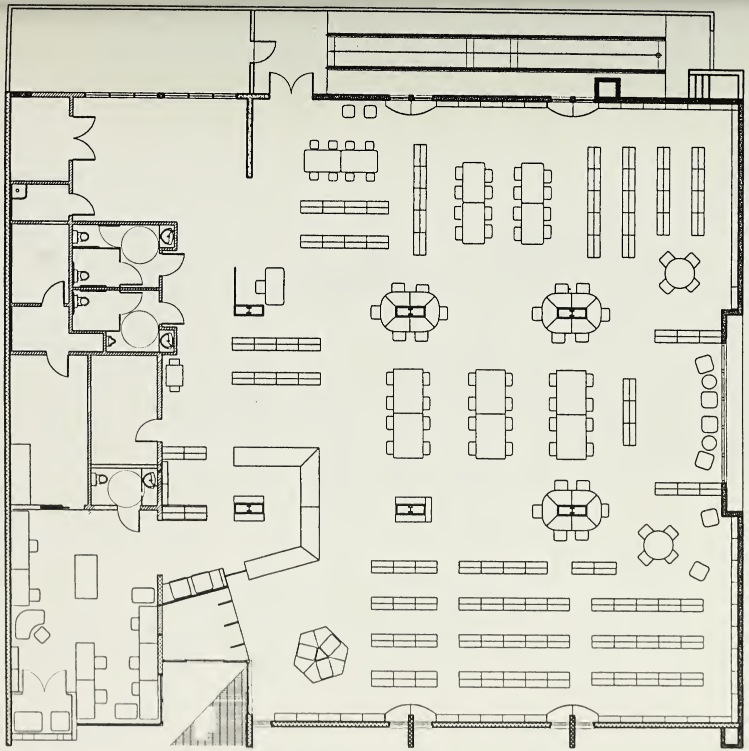
If requested, KHMF will provide full service during one procurement package cycle in order to develop a standard process for future packages. Fees for that will be submitted upon request.

Our understanding is that this memo will serve as information only. Our basic services contract will be modified in the next fiscal year, when these funds become available.



2/20/03

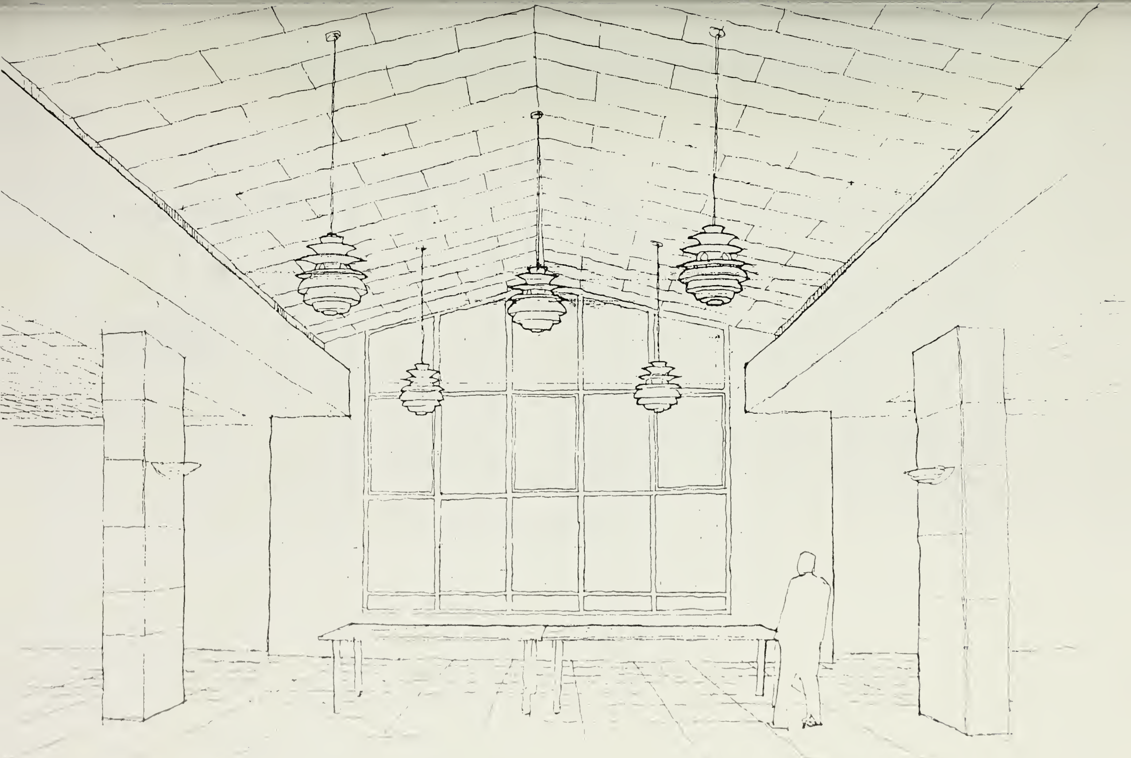
Excelsior Branch Library



REVISED SHELVING PLAN

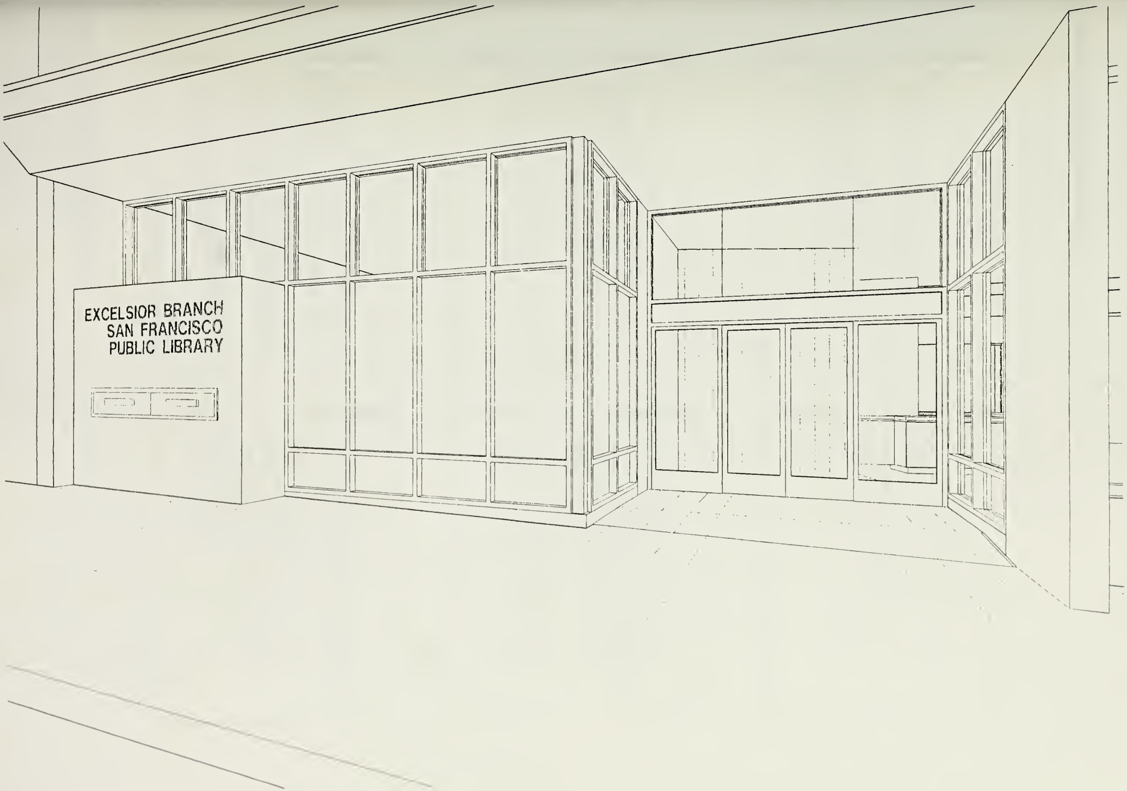
3/20/03

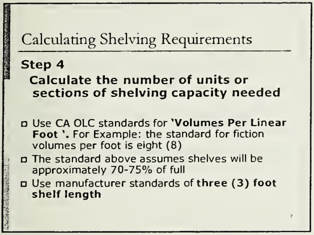
Excelsior Branch Library



Excelsior Branch Library

NORTH WALL - READING ROOM


EXCELSIOR BRANCH
SAN FRANCISCO
PUBLIC LIBRARY

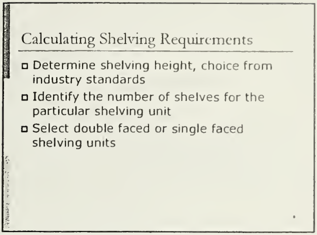


Calculating Shelving Requirements

Step 4

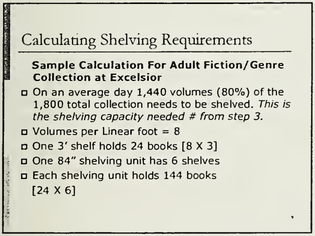
Calculate the number of units or sections of shelving capacity needed

- Use CA OLC standards for **'Volumes Per Linear Foot '.** For Example: the standard for fiction volumes per foot is eight (8)
- The standard above assumes shelves will be approximately 70-75% of full
- Use manufacturer standards of **three (3) foot shelf length**



Calculating Shelving Requirements

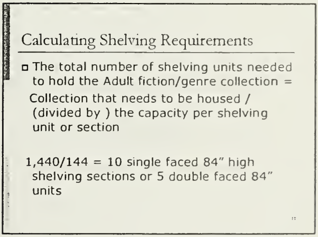
- Determine shelving height, choice from industry standards
- Identify the number of shelves for the particular shelving unit
- Select double faced or single faced shelving units



Calculating Shelving Requirements

Sample Calculation For Adult Fiction/Genre Collection at Excelsior

- On an average day 1,440 volumes (80%) of the 1,800 total collection needs to be shelved. *This is the shelving capacity needed # from step 3.*
- Volumes per Linear foot = 8
- One 3' shelf holds 24 books [8 X 3]
- One 84" shelving unit has 6 shelves
- Each shelving unit holds 144 books [24 X 6]

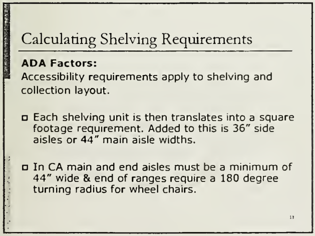


Calculating Shelving Requirements

- The total number of shelving units needed to hold the Adult fiction/genre collection =

Collection that needs to be housed / (divided by) the capacity per shelving unit or section

1,440/144 = 10 single faced 84" high shelving sections or 5 double faced 84" units

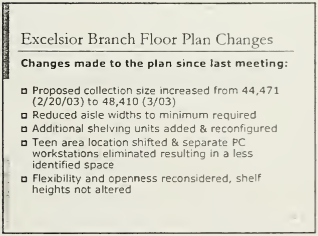


Calculating Shelving Requirements

ADA Factors:

Accessibility requirements apply to shelving and collection layout.

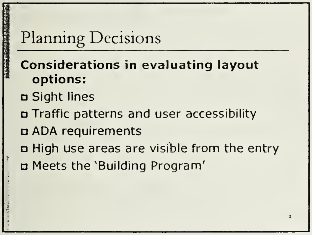
- Each shelving unit is then translates into a square footage requirement. Added to this is 36" side aisles or 44" main aisle widths.
- In CA main and end aisles must be a minimum of 44" wide & end of ranges require a 180 degree turning radius for wheel chairs.



Excelsior Branch Floor Plan Changes

Changes made to the plan since last meeting:

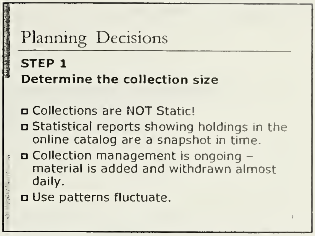
- Proposed collection size increased from 44,471 (2/20/03) to 48,410 (3/03)
- Reduced aisle widths to minimum required
- Additional shelving units added & reconfigured
- Teen area location shifted & separate PC workstations eliminated resulting in a less identified space
- Flexibility and openness reconsidered, shelf heights not altered



Planning Decisions

Considerations in evaluating layout options:

- Sight lines
- Traffic patterns and user accessibility
- ADA requirements
- High use areas are visible from the entry
- Meets the 'Building Program'

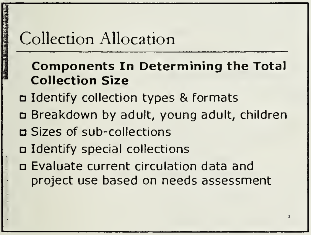


Planning Decisions

STEP 1

Determine the collection size

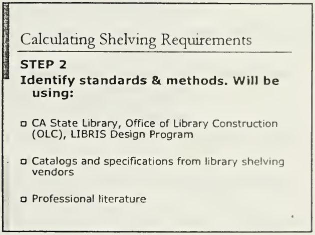
- Collections are NOT Static!
- Statistical reports showing holdings in the online catalog are a snapshot in time.
- Collection management is ongoing – material is added and withdrawn almost daily.
- Use patterns fluctuate.



Collection Allocation

Components In Determining the Total Collection Size

- Identify collection types & formats
- Breakdown by adult, young adult, children
- Sizes of sub-collections
- Identify special collections
- Evaluate current circulation data and project use based on needs assessment

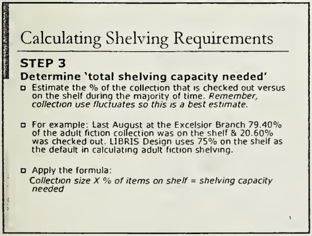


Calculating Shelving Requirements

STEP 2

Identify standards & methods. Will be using:

- CA State Library, Office of Library Construction (OLC), LIBRIS Design Program
- Catalogs and specifications from library shelving vendors
- Professional literature

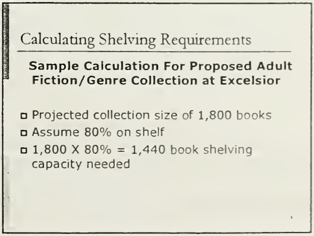


Calculating Shelving Requirements

STEP 3

Determine 'total shelving capacity needed'

- Estimate the % of the collection that is checked out versus on the shelf during the majority of time. *Remember, collection use fluctuates so this is a best estimate.*
- For example: Last August at the Excelsior Branch 79.40% of the adult fiction collection was on the shelf & 20.60% was checked out. LIBRIS Design uses 75% on the shelf as the default in calculating adult fiction shelving.
- Apply the formula:
  Collection size X % of items on shelf = shelving capacity needed



Calculating Shelving Requirements

Sample Calculation For Proposed Adult Fiction/Genre Collection at Excelsior

- Projected collection size of 1,800 books
- Assume 80% on shelf
- 1,800 X 80% = 1,440 book shelving capacity needed

BRANCH LIBRARY
IMPROVEMENT PROGRAM

City & County of San Francisco
Branch Library Improvement Program

Willie Lewis Brown, Jr., Mayor
Susan Hildreth, City Librarian
Edwin M. Lee, Director of Public Works

Excelsior Design Review Comments & Responses
Presentation February 20, 2003
Responses March 20, 2003

Comments by Peer Panel--

Bryant Rice (Interior Designer):

- Relocation of the Program Room and its connection to the terrace is good
- Revision of the Circulation counter makes it more prominent
- Furniture layout allows multiple uses in different spaces
- Central ceiling gable is the most important/strongest feature and gives the building character
- Likes wood ceilings but suggested that the patterns on the panels may detract from the ceiling – suggested a simpler treatment
- Suggested increasing the size/scale of the light fixtures
- Suggested mounting the light fixtures in the center of the gable from the ridge beam
- Suggested adding or revising lighting in soffits on exterior to enhance front elevation – also look at fenestration
- Though the furniture hasn't been decided, suggested playful furniture in the periodical section to create a café look
- Found overall plan a good improvement

David Hobstetter (Architect):

- Suggested improving the exterior to make the building more visibly transparent
- Disliked the extension of the proposed staff office space and suggested angling the staff space back
- Suggested creating a stronger entry statement
- Suggested more glass at the entry way, similar to gable windows
- Suggested popping up the corner wall near entrance to create a marquee effect
- Recommended a simple palette of colors in keeping with the 60's period architecture of the building
- Recommended attention to the window treatment noting that square bay windows are more visually accessible

Hillary Gittleman (Urban Planner):

- Found the design good and lauded the careful process used to gather input into the design
- Suggested that the Mission Street façade needed more attention
- Recommended strengthening the front door/façade elements
- Suggested more glazing in the staff corner
- Recommended playing to the rhythm of the existing building
- Suggested taking grid from the Cotter St. bay window and using it as a reference point for Mission St. elevation
- Found the proposed rear designs with more glass and sliding doors successful

Comments by audience (on design only):

David Hooper (Excelsior resident):

- Noted that moving the staff workroom could reduce wall space
- Felt that he could do without the window seating and suggested if done that the bottom glass be opaque
- Appreciated the proposed improvements in the entry area and called attention to the noise levels from Mission Street suggesting double doors to reduce noise
- Noted that the staff room needs privacy

Ed Regan:

- Asked for the addition of a pamphlet room

Tony Sacco (President, New Mission Terrace Association):

- Found the proposed layout good
- Expressed his strong belief that libraries are for books and any reduction of books is unacceptable
- Urged that computers not be added to the branch in place of books

Rebecca Silverberg (Excelsior District Improvement Association):

- Recommended against lengthening the windows in the staff area
- Urged greater efforts be made to keep noise levels down from Mission Street

Peter Warfield:

- Commented that the plan reduced book space, a reference desk, and reading tables

Comments by Commissioners (on design only):

Commissioner Steinman:

- Expressed concerns with the planned use of carpeting suggesting that hard surfaces might be more practical
- Suggested enclosing the terrace to increase program room, allowing some program room space to be used for shelving

Commissioner Chin:

- Suggested adding additional shelf height to provide more space for books

Commissioner Strobin:

- Recommended sound-reducing glazing on the windows to further reduce noise

Commissioner Coulter:

- Suggested looking at raising the height of the shelves
- Asked whether the design could have more bookshelves and fewer seats
- Suggested considering adjusting the circulating and reference collection to accommodate more books
- Requested staff investigate ways to maintain current book collection size

President Higueras:

- Recommended more work on the Mission façade to make it more celebratory
- Suggested consideration of an entrance vestibule to reduce noise from Mission St. and noted that the entry way seemed tight
- Suggested that the exterior and entry needs to be better and the façade is bunker like
- Commented that he was skeptical about the window seating and people's urge to recline
- Concerned that that the program room was hidden in the back
- Suggested turning or angling stacks differently and eliminating window seats to increase collection, also angling stacks to increase visibility
- Suggested changing location of work room away from the front of the building
- Recommended installing skylights
- Noted that the Commission wanted the Mission Street façade improved
- Noted that he would be anxious to see how the details of the conceptual design were resolved to maximize the limited space available, as well as address concerns and suggestions raised by the Peer Panel and the Commissioners

Responses by architect and library staff –

Exterior design/façade-

Summary- The Peer Panel advocated a number of ways to enhance the front elevation: simplify paint scheme, create bay windows, add more windows / transparency, add elements and/or lighting to enhance the rhythm of the bays, extend grid pattern from the Cotter Street elevation.

Response- Paint scheme has been simplified to two colors, with an accent color for the entry (to address issues below). Increasing windows or adding bay windows would decrease book stacks. Lighting in soffits along Mission Street is being replaced for energy efficiency and could be directional in order to highlight the rhythm of the bays. Grid from Cotter Street has been extended around to the entry.

Entry-

Summary- The Peer Panel advocated a stronger statement at the entry, including: more glass at staff work room, angling the wall at the entry, raising the roof over the entry (suggested by one panel member, discouraged by another). Public did not want to increase windows at staff work room and were concerned about sound entering the Library from Mission Street. Commission suggested increasing entry area, adding a vestibule, moving the staff work room, increasing visibility and celebrating the entry.

Response- The entry has been redesigned to add interest to the entire façade and celebrate the entry, without increasing construction cost by raising the roof. We have been careful to maintain staff privacy while increasing glass at the entry by adding frosted glazing. The entry area has not been increased nor has a vestibule been added, in order to preserve space for collections. Due to the raised access flooring, ramping and ADA path of travel requirements, adding a second set of doors would require more square footage for circulation, less for collections. The existing entry does not have a vestibule, the glass is single pane and the floors are tiled. To reduce sound, acoustic tile will be installed at the entry, hard surfaces on the floor will be eliminated, and all glazing will be double paned. In addition, we have located the noisy parts of the Library closest to the entry, providing quiet zones further inside. Moving the staff work room is not feasible. Our studies indicate greatest efficiency and better workflow when the staff work room has direct access to the book drop and the circulation desk.

Window seats-

Summary- The public and Commission were skeptical about the usefulness of the window seating and preferred using the space for more book shelves.

Response- Library staff advocates seating in the stacks for browsers which are heavily used in libraries where they are provided. Either loose furniture or built in window seats would allow this. The window seat area is not useable for more book shelves unless the windows are eliminated, which is not preferred or feasible.

Reading Room-

Summary- The Peer Panel advocated simplifying the ceiling panels and having fewer and larger light fixtures.

Response- Wood ceiling panels have been simplified by changing the direction of the panels and choosing a grid color to match the wood, to achieve a homogenous and warm surface treatment. Our studies and sketches justify the size, number, and proportions of the light fixtures.

Collection size/Services-

Summary - The public and some Commissioners suggested decreasing seating, reconsidering number of computers and increasing shelving height in order to increase collection size.

Response - The current branch collection size is 46,800. The proposed collection size in this revised plan is 48,410. In order to achieve this additional collection space, several modifications were made to the floor plan. The modifications included: reducing aisle width between book stacks, adding and rearranging shelving units, shifting the teen area and dedicated teen computers to the main floor area, which results in a less well-identified space for teens. We are not recommending increasing shelving height because it conflicts with our goal to create an open, welcoming space that supports self-service for users and provides some visibility for staff. The focus on actual collection size is a difficult one, because that number changes daily based on what is circulating, what new materials are coming in, what materials are being withdrawn, etc. With the 2/20/03 version of the floor plan, the volume capacity was 44,471. The flexibility and openness of the floor plan as well as the separateness of the teen area has been limited in order to provide additional space for 4,000 volumes.

Other-

Summary- The public suggested creating a pamphlet room. The Commission suggested enclosing the terrace, installing skylights, increasing visibility from entry to program room and verifying visibility with orientation of stacks.

Response- The budget cannot support enclosing terrace but this can easily be done in the future if funds become available. Also, at public meetings, residents have appreciated the improved terrace area. Pamphlets, or give-aways, will be displayed near the entry in a custom built bin or case, so as not to decrease square footage needed for collections. A display case is also provided for at the entry. Skylights are already included in the design. Signage on the soffit above the program room door will be visible from the entry. The direction and height of stacks, although impeding visibility from the circulation desks, has been steadily increased and moved over the course of design in order to maximize shelf space and increase collections.

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DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
MAY 14 2003
SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, April 17, 2003.

The San Francisco Public Library Commission held a regular meeting on Thursday, April 17, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:07PM.

The following members were noted present: Commissioners Bautista, Coulter, Higueras, Steiman, Streets, and Strobin. Commissioner Chin was excused.

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
mmissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MARCH 20, 2003 COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MARCH 20, 2003 COMMISSION MEETING

An anonymous member of the public commented that some minutes were not available on the Library's website and noted that the Minutes had been changed to reflect the City Librarian's clarification of her remarks concerning a discussion in the February Minutes. This person also called attention to a confusing report of a public comment they had made citing remarks made by Mr. Warfield that appeared as if Mr. Warfield had made them. Mr. Ed Regan commented that his remarks were accurately reported. Mr. Peter Warfield found that much was omitted in the Minutes, calling attention his public comments concerning fundraising by the Friends & Foundation and about Prop. 14. Additionally Mr. Warfield commented that the Minutes had been changed to reflect the City Librarian's clarification of her remarks concerning the availability of a copy of the Richmond Prop. 14 Application. Mr. Warfield also commented that he was glad that books were going up at the Excelsior, expressed dismay his comments that materials had not been provided in advance was not noted, and pointed to a lack of report of comments he had made concerning the loss of books and tables as well as his citation of an Excelsior Branch book collection figure reported in the American Library Directory.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE FEBRUARY 20, 2003 COMMISSION MEETING

Commissioner Coulter suggested that the anonymous member of the public's reported public comment citing public comment offered by Mr. Warfield be clarified to reflect that they were this person's remarks rather than Mr. Warfield speaking for himself. Commission Coulter also called attention to a repeated word in the last sentence.

MOTION: Commissioner Bautista, seconded by Commissioner Coulter that the March 20, 2002 Minutes be approved as amended.

ACTION: AYE 5-0 (Bautista, Coulter, Higueras, Steiman, and Strobin)

President Higueras announced that Agenda Item #3 the Visitacion Valley Branch site purchase recommendation would be taken out of order next to accommodate the members of the public attending the meeting needing translation services . It was noted that library staff member Cindy Wong would provide Chinese Language translation for those members of the public.

AGENDA ITEM #3 VISITACION VALLEY PURCHASE & SALE AGREEMENT

City librarian outlined for the Commissioner a report (copy attached) recommending the purchase of 201 Leland Avenue as the site for the proposed new Visitacion Valley Branch Library. Ms. Hildreth discussed in detail the lengthy process that the Real Estate Division, Office of Administrative Services had engaged in to narrow the proposed site selection from 8 potential location in April 2001 down to the final 3 sites in June 2001 when the Commission authorized continued efforts to secure the best available location from among them. Ms. Hildreth reported that the neighborhood had been undergoing a significant revival and that with the advent of the new Third Street Light rail Line more development and increased population was likely. The City Librarian acknowledged that this 16, 000 sq. ft. site at $2.2 million was larger than the 8-10,000 sq. ft. site for $1.3 million that had been initially proposed in the Branch Library Improvement Program. She next discussed the so far unsuccessful but ongoing efforts to find a partner to develop the addition land available at the Super Fair site proposed for the new branch. Ms. Hildreth noted that other costs to develop the new branch were within expected budgets and that having the additional property for future library expansion could be a key factor in facilitating a successful Prop. 14 (State Library Bond) application for this branch. The City Librarian concluded her report with comments supporting the staff recommendation and that the Commission request that the Board of Supervisors approve acquisition of this property, noting this was the best potential site and would be a good investment for the library as well as for the community.

Public comment on AGENDA ITEM #3 VISITACION VALLEY PURCHASE & SALE AGREEMENT

Ms. Arlene Trent, Visitacion Valley resident noted that the current very small branch library was very heavily used by both students and adults and that this site would provide the best opportunity to get a branch library appropriate to the neighborhood's needs. Mr. Chow Chu Raig noted that a lot of seniors and many multicultural students used the branch library. Mr. Chow strongly urged that the new branch be provided additional computer access and materials in various languages needed by the community. Ms. Un Chui- Fong noted that the current branch library was too small and that it lacked materials needed by her college student daughter. She recommended purchase of this site so that an adequate branch with enough seating could be built. Ms. Liu Gnio-Lian urged selection of the recommended site commenting that her two children needed more opportunity to learn English and Chinese at an expanded branch library. Mr. Tse Kin, a resident of "Little Hollywood" called attention to the need for a better larger library for the neighborhood children. Xias De Ming agreed that a larger library that this site allowed for was needed by the neighborhood children. Huang Jian-Kong supported selection of this site and a larger branch library. Mr. Robert Leyman, a long time Visitacion Valley resident urged that the library continue to look for a partner to develop this site which he found to be best for the neighborhood. Mr. David Merrill, a Library Page, called attention to how small and inadequate the current branch was and urged the Commission to choose this site that allowed for a large branch. Mr. Russell Marine, Visitacion Valley Planning Alliance, recommended approval of this site as the best potential location in the neighborhood for the new branch library. Mr. Merrill observed that a bigger branch would be good for everyone not just kids and noted that while it would cost a bit more it was a good buy and that community would help find a partner to develop the remainder. Mr. Leroy Iverson, Visitacion Valley resident, pointed out that the site was the best possible location near schools, playgrounds, but away from heavy traffic areas. Mr. Iverson called attention to the new biotech executive park development underway noting that this would bring more residents and attract schools to train residents for work. He also recommended more Chinese Language materials for the new branch. Mr. Siaw urged approval of the site noting that his three children needed a bigger and better branch library. Ms. Eleanor Taylor agreed and urged approval of the site noting that Visitacion Valley was among the city's most integrated neighborhoods and deserved a new branch. Ms. Fran Martin, a Visitacion Valley civic leader, noted that all of the neighborhood organizations supported selection of this site and that neighborhood residents were hungry for the knowledge the new library would provide. Ms. Julie Kavanagh, Visitacion Valley Community Center, strongly supported choosing this location and promised do all that she could to help improve the branch. Ms. Kavanagh noted that the neighborhood deserved the new branch and it would be a gem in the center of a very diverse community. Ms. Betty Partial, a life long Visitacion Valley resident, noted the inadequacy of the current small branch and urged recommendation of this larger site pointing out that it would also be accessible to cross town bus riders. Mr. Peter Warfield expressed concern with the expense of this proposal suggesting that the Bond program was short of money and noting that this recommendation was over the proposed budgeted amount. An anonymous member of the public discussed the neighborhood as interesting albeit with some economic problems, suggested that that while there was no identified partner, other branch library partnerships had been controversial. This person expressed dismay that the Library's Prop 14 (State Library Bond) strategy that included partnerships with schools had not been explained to the neighborhood residents, suggested caution in proceeding, and requested that more information on the Prop. 14 strategy be made available. Mr. Ed Regan suggested that the new branch have more public service hours, a bigger non-fiction collection, and a plan for enough tables and comfortable chairs as well as assessing how many potential users might come to the branch. Mr. Regan also recommended that the branch be a three story building. Mr. Will Wrightly, a Visitacion Valley resident, cited a T.S. Elliott poem about dithering indecision in response to members of the public's critical comments and noted that those who lived in the neighborhood strongly supported selection of this site that would allow for a building big enough and suggested that a partner would be found.

Before discussing the Visitacion Valley purchase the Commission took up Agenda item #2 the Bond program Budget review.

AGENDA ITEM #2 BOND PROGRAM BUDGET REVIEW

City Librarian Susan Hildreth began her review of the Bond Program Budget by observing that it was becoming less likely that the Branch Improvement Program would be able to attain its goal of $10 million from Prop. 14 (State Library Bond) funds. She then outlined various alternative scenarios (copy attached) to close any gap in the Program Budget that could result from receiving less than anticipated Prop. 14 (State Library Bond) funding for Branch Improvement Program projects. The City Librarian reported that an additional factor was that the overall cost of acquiring properties had been greater than anticipated as well as associated fees. Ms Hildreth pointed out that funds budgeted for relocation might be needed to complete the scope of the Branch Library Improvement Program. Ms. Hildreth noted the availability of additional funds derived from bond interest but called attention to the arbitrage restrictions. The Bond Program Manager then described the bond program budget implications and options should the Prop. 14 applications for the Richmond and or the Portola Branch should be successful. The City Librarian then recommended the $4.3 million allocated for relocation be reconsidered. Ms Hildreth noted that as the community wanted an expansion of the Parkside Branch rather than its proposed renovation a decision on that would have be deferred until the success of the Richmond Branch Prop. 14 Application was determined. The City Librarian next discussed a proposed March 2004 State Library Bond as a possible future source of funds to cover branch improvement program costs. Ms. Hildreth noted that the acquisition of the proposed Visitacion Valley Branch site was recommended under both budget scenarios.

Public comment on AGENDA ITEM #2 BOND PROGRAM BUDGET REVIEW

An anonymous member of the public noted that the City Librarian's presentation relied on assumptions about a number of unknowns, and suggested that relocation funds were being viewed as a slush fund. This person also commented that the worst case scenario had not been presented. Fran Martin, a Visitacion Valley resident, commented that there were no other suitable locations for the proposed new branch and that if this opportunity were missed they may not be other chances to Mr. Peter Warfield while expressing support for expansion of the Visitacion Valley Branch suggested that the bond program was in trouble. Mr. Warfield pointed out that there was no presentation about what could happen if no state bond funds were received and expressed his serious alarm urging the Commissioners to consider the implications of this possibility.

Commission comment on AGENDA ITEM #2 BOND PROGRAM BUDGET REVIEW

Vice President Steiman was hopeful for the success of the Prop. 14 applications but expressed concern that the cost of acquiring properties had been than estimated, noting however that the Glen Park purchase was the smallest amount over budget. In answer to a question by commissioner Coulter, Ms. Hildreth commented that in her view the upcoming prop 14 application were very competitive pointing out that while unsuccessful the Excelsior application had scored well and that she had high hopes for the Richmond application. Ms. Hildreth noted that in this case if necessary the property could be subdivided later to recoup some of the purchase price. Commissioner Coulter found this a prudent back up plan. Commissioner Bautista reminded her colleagues that the Visitacion Valley neighborhood deserved a better library and that providing one was a priority. Commissioner Bautista noted that the proposed site was a good value and expressed firm belief that sufficient funds would become available. Commissioner Bautista urged her fellow commissioners to ignore financial doomsayers and provide what the community needed. President Higueras observed that the real source of the problems with the bond program budget was the CIAC (Capital Improvements Advisory Committee) mandate that the library find $10 million from outside sources to achieve the program goals outlined in the Branch Library Improvement Program that was proposed in 2000. President Higueras reminded his fellow Commissioners that this was a 10 year program that had to meet the needs of all of the neighborhoods and that it was their serious duty to take the necessary steps to make sure to complete the entire Bond program making sure that each branch received its due. President Higueras noted that Visitacion Valley residents deserved the best branch library possible and noted that there was hope that a scenario could be found to make it possible. Commissioner Streets concurred that Visitacion Valley deserved the best possible library but asked what would happen if no state funds were received and how the Bond Program timeline might be adjusted to address any financial shortfalls that could develop?

Commission discussion of AGENDA ITEM #3 VISITACION VALLEY PURCHASE & SALE AGREEMENT

The City Librarian discussed the extensive efforts made to identify a good location in Visitacion Valley and noted that none other offered the benefits of the Super Fair site. Ms. Hildreth recommended this site as the right thing to do for Visitacion Valley and noted that acquiring this site was essential to the program, a key site, and met the bond mandate to replace all of the branches in rented locations with city owned facilities. In response to questions by President Higueras, Charlie Dunn of the Department of Administrative Services, Real Estate Division noted that after a year of efforts in his professional opinion now was the right time and this was the right location to site the new Visitacion Valley Branch Library. Mr. Dunn found this to be a prudent purchase which met all of the required criteria except that the site was larger that initially desired but that left the Library with a wide array of options. Commissioner Bautista did not see any problem with selling un-needed portions of the property if it became necessary. Vice President Steiman noted that if the Library could recoup the additional cost by selling the excess portion of the property then the initial cost estimates were validated. President Higueras expressed some discomfort at making a decision without information about what a worst case scenario might be but after discussion among the Commissioners entertained a motion.

MOTION: Commissioner Bautista, seconded by Commissioner Strobin that the proposed resolution recommending Board of Supervisors approval of the acquisition of the 201 Leland Avenue site be approved.

The Commissioners discussed concerns with how the overall Branch Improvement Program budget could be reviewed and a plan developed to addressed any shortfall in funds so that the entire program could be completed as proposed

ACTION: AYE 5-1 (Bautista, Coulter, Higueras, Steiman, and Strobin) NO (Streets)

President Higueras called for a brief recess at 6:14PM
The Commission returned to session at 6:21PM

AGENDA ITEM #4 RELOCATION STRATEGY REVIEW

City Librarian Susan Hildreth presented a report (copy attached) on a proposed revision of the Library's proposed plans for providing alternative services while branch libraries are undergoing renovation during the branch Library improvement program. Ms. Hildreth recommended that alternative services be only provided for the Richmond branch that she noted was unique in the size, relative geographic isolation from nearby branches, and length of time its renovation and expansion might take. The City Librarian reported working with community groups to identify an interim location available at no cost to the Library. Ms. Hildreth additionally recommended that the $4.3 million set aside for relocation be reviewed and that $2.8 million from this line item be returned to the program budget. The City Librarian discussed proposed plans for alternative services noting that portable structures had been considered and ruled out. She then introduced Library Chief of Branches Donna Corbeil, who presented additional information on branch plans in particular addressing those for the Excelsior Branch. Ms. Hildreth pointed out that the financial picture might look like would not be better known until after a decision had been reached on the Richmond Branch Prop. 14 Applications in the fall and that no decision need be made now regarding revision of the relocation budget.

Public comment on AGENDA ITEM #4 RELOCATION STRATEGY REVIEW

An anonymous member of the public expressed appreciation for the candor of the comments offered but expressed concern that promises made when the Bond was proposed to that their would be no disruption of library services would not be kept. This person additionally expressed concerns at the proposed reductions in the budget for moving costs and suggested that there might be plans to use library operating funds to pay for them. Mr. Ed Regan commented that bookmobiles were too small to accommodate the needs of library users and recommended use of mobile homes instead these he noted could be placed where it was planned to park the bookmobiles Mr. Peter Warfield criticized the unavailability of explanatory documents and decried that loss of library services for lengthy periods. Mr. Warfield questioned if the plans met the requirements of Prop. E and wanted more information concerning the reductions in estimates for moving costs. Mr. Warfield suggested that any cuts in services be widely noticed and outreach made to all those who might be affected. Ms. Bonnie Martin, Gateway Gazette, found the presentation fair and cost concerns understandable. She noted that the Library had been working with the community to maximize bookmobile services, provide continuation of Children's Services, and that there was an ongoing effort to find free usable space for library programs.

Commission discussion of AGENDA ITEM #4 RELOCATION STRATEGY REVIEW

In response to questions by Vice president Steiman, Ms. Hildreth discussed in some detail how staff reviewed and revised the moving cost figures and discussed how bookmobiles could fit into the plans to maximize existing staffing and serve in a variety of locations during the Branch Library Improvement Program renovation projects. In response to questions by President Higueras, Vice President Steiman, and Commissioner Bautista, the City Librarian noted that the BLIP Budget could be reconfigured to provide move out, storage, and move in costs, as well as needed levels of interim services based on a realistic evaluation of all of the costs involved.

AGENDA ITEM #5 BOND PROGRAM MANAGER'S REPORT (copy attached)

Branch Improvement Program Manager Marilyn Thompson noted that there would be no informational report this month. Ms. Thompson then presented her regular Budget, Schedule, Active projects, and ongoing Outreach reports. She noted that the revised Budget schedule was dated April 17 and that $11,018,384 had been encumbered or expended thus far in the program. The Branch Library improvement program manager concluded her report noting the BLIP website was up and being updated and that there would be no special report this month.

Public Comment on AGENDA ITEM #5 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public expressed appreciation for the schedule updates but expresses concern that the explanatory documents were becoming problematic and confusing. This person found the Commissioners' comments on the Prop. 14 competitive processes interesting and noted that terms often heard when money was being given away were impact and leverage, asking where San Francisco placed in these criteria. This individual speculated that the State was unlikely to ignore other locations that were poorer and where the funds would have greater leverage. Mr. Ed Regan expressed concern that each project would have a different architect and builder and recommended that the Library seek out a American Library Association (ALA) model for what a typical branch library should be to insure uniformity in the buildings housing branches. Ms. Cerise Harver urged the Commissioners to replace the existing Visitacion Valley Branch Library noting that a good library was a great community resource and of great importance for the students in the neighborhood. Ms. Harver noted that the Super Fair site was favored by the community and that it could accommodate the larger space that was needed.

Commission discussion of AGENDA ITEM #5 BOND PROGRAM MANAGER'S REPORT

President Higueras thanked Ms. Thompson for her report.

AGENDA ITEM #6 PUBLIC COMMENT

An anonymous member of the public noted that tomorrow (April 18th) was the anniversary of the 1906 Earthquake and Fire as well as the Anniversary of the opening of the Main Library noting they used to joke it was "San Francisco Disaster Day". This person then discussed distinctions between the public responsibilities of Commissioners and other responsibilities citing the Fuhrman Fund as an example. This person commented that partnerships or beneficial relationships should be discussed openly and conflicts exposed, suggesting that the Commissioners would want people to say that the Library was run to benefit the public and that the Library Commission took that responsibility seriously. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week 365 days each year. Mr. Peter Warfield thanked the Commissioners for their thoughtful comments and questions.

AGENDA ITEM #7 ADJOURNMENT

MOTION: Commissioner Steiman, seconded by Commissioner Bautista that the meeting be adjourned in memoriam of the late Seymour Lubetzki, a famed former librarian at the Library of Congress and Professor at UCLA who pioneered modern Library catalog theory, and who had passed away at age 104 on April 5th.

ACTION: AYE 6-0 (Bautista, Coulter, Higueras, Steiman, Streets, and Strobin)

The meeting was adjourned at 7:26PM.

Michael Housh, Commission Secretary 5/1/03

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Minutes of the regular Commission Meeting of April 17, 2003

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 17, 2003

Item 1:
Approval of the Minutes: March 20, 2003

"Neither these minutes nor the minutes of March 4, are available on line.

Yet the minutes of February 20, that were discussed were available on line. It was very clear that under the approval of those minutes that Susan Hildreth was clarifying what she meant and that the minutes reflected what she said. Yet the minutes of February 20 were changed to reflect what she meant, not what she said. I wonder if this is a courtesy that will be extended to the rest of us.

Many of items are not completely terrible, but one thing that is completely terrible is the Excelsior design review. The reference of the anonymous citizen to Mr. Warfield is restated as if Mr. Warfield were speaking.

The comment was about the evisceration of advocacy for books and Peter Warfield's comments were used as an example of that."

Minutes of the regular Commission Meeting of April 17, 2003

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 17, 2003

Item 2:
Bond Program Budget Review

"I am glad to hear that you are anxious about this, as am I.

We are told that there are two scenarios, both of which include approval of at least one project from Prop. 14. Our City Librarian introduces this with the phrase, 'we also think it is feasible to anticipate.' This is a very curious phrase.

The City Librarian proceeds as if she has said, 'realistic to assume.' She doesn't know that and there are a number of unknowns that we cannot take for granted at all.

The relocation money is considered a sort of 'slush fund' and provision for relocations are at risk under what is regarded here as a worst-case scenario, but is not.

This reminds us of Glen Park where the library floated a commercial project for a developer and then gave them city property that the library could have used in the first place."

Minutes of the regular Commission Meeting of April 17, 2003

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 17, 2003

Item 3:
Visitacion Valley Purchase & Sale Agreement

"I was gratified to hear such a broad representation from the community.

Little Hollywood is on the left side of Bayshore opposite Leland Avenue. Visitacion Valley is an isolated community because of the hills, with a strong community spirit and, they will admit, some economic problems.

I would have preferred to hear public comment about the controversial aspects. The first is, What kind of partners we are looking for or would accept? Second, What is our Prop. 14 strategy? What the community here has not been told is that there are all kinds of ways that we can maximize our application through a partnership with the school district. That may serve the community or it may not.

I would like some assurance that the community will have an opportunity to comment on our Prop. 14 strategy."

Minutes of the regular Commission Meeting of April 17, 2003

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 17, 2003

Item 4:
Relocation Strategy Review

"I very much appreciated the candor and genuineness of the discussions here tonight.

This reminds me of when I was of little league age. I played first base and my job was to catch the ball and keep my foot on the bag. The coach was going to criticize if you failed at either.

This is situation where a relocation strategy is quite crucial to those neighborhoods. I hope this gives you serious pause; when you went around advocating for this bond issue, you promised people that there was not going to be serious disruption in their service. It was an official part of the plans and it was advocated by you at almost every juncture.

Now we find ourselves in circumstances where pressure is starting to build up.

Even moving costs are dropping by 80% and I suspect that what is being contemplated is using operating funds."

Minutes of the regular Commission Meeting of April 17, 2003

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 17, 2003

Item 5:
Bond Program Manager's Report

"The detailed schedules are updated and dated today, and I appreciate it.

The explanatory documents are getting problematic. They are all 'budget review schedule memo oversight reports.' Which one goes with which gets a little confusing.

I was very interested to hear commissioners describe the Prop. 14 status as both very political and a beauty contest. The question is, what kind of beauty contest is it?

As a number of you can testify, anyone who gives away money has two words that they want to hear constantly and consistently: 1) Impact, and 2) Leverage.

Where does San Francisco place on those two criteria? We already have $106 million in place. We are competing against jurisdictions where the state can hope to leverage new money where none exists now.

It seems unlikely that the state is going to ignore jurisdictions that are both poorer and where new money might be leveraged."

Minutes of the regular Commission Meeting of April 17, 2003

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 17, 2003

Item 6:
Public Comment

"Tomorrow is the anniversary of the 1906 earthquake and the anniversary of the opening of this building. I use to joke that it should be renamed San Francisco Disaster Day.

I want to discuss the idea that you have public responsibilities that are distinct from other kinds of responsibilities. I know that I said I would not talk about the Fuhrman Fund again, but it is a perfect example.

Do you want people to be able to say to those who might emulate Alfred Fuhrman, that you can't give money to a public institution? Rather, you have to give it to something like the Friends and Foundation, because they will respect it whereas the public institution will change your bequest and neglect the purpose.

You want people to say that this institution is run for the public benefit and that the Library Commission takes its public responsibility seriously."

Library Commission

April 17, 2003

1. Approval of 3/20/03 Minutes

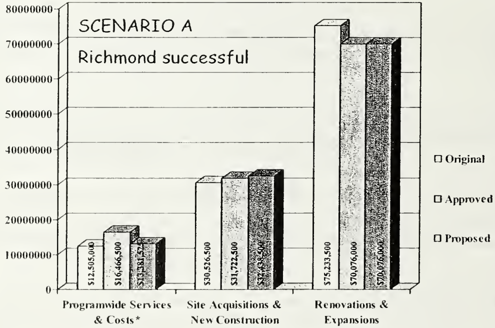
Explanatory document available:

Draft Minutes

2. Bond Program Budget Review

Explanatory document available:

Memo



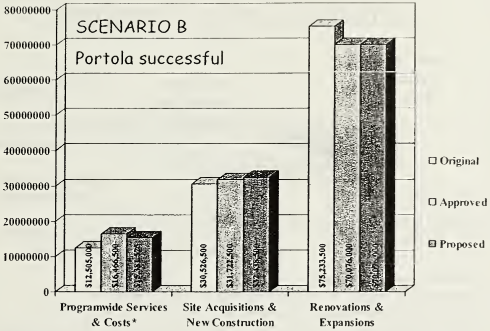
SCENARIO A

Richmond successful

* Includes Reserve for un-funded Prop 14

Does not include FF&F

+ $2,602,872



* Includes Reserve for un-funded Prop 14

Does not include FF&E

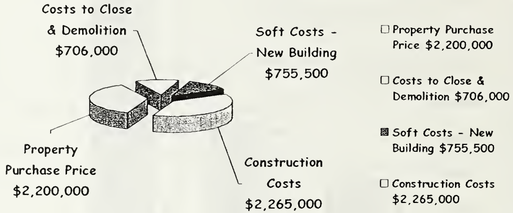
+ $368,975

3. Visitacion Valley Purchase & Sale Agreement

Explanatory document available:

Summary of Purchase & Sale documents

Visitacion Valley Purchase



Purchase price is per Letter of Intent.

Construction Costs budgeted are for new construction. Furniture & moveable equipment is not included.

Soft costs include all professional services & permit fees associated with the new construction project.

Closing costs include City Attorney, Title Insurance, Alta survey, environmental study, appraisal, CEQA and General Plan Referral. Demolition costs include hazardous materials abatement, demolition of building and paving, utility connection fees.

Moving costs & Real Estate Department are provided for elsewhere.

Visitacion Valley Purchase

	Original Budget	Proposed
Property Costs	$1,350,000	$2,200,000
Closing & Demo Costs	840,000	706,000
Soft Costs	755,500	755,500
Construction Costs	2,265,000	2,265,000
PROJECT COST	$5,210,500	$5,926,500
DIFFERENCE		($716,000)
PROPERTY SIZE	8,000 SF	16,637 SF

4. Relocation Strategy Review

Explanatory document available:

Memo

Use of funds	Proposed 12/02	Proposed 4/03
Moving – new branches	$250,000 5 branches @ $ 50,000	$50,000 5 branches @ $10,000
Moving – existing branches	$550,000 11 branches @ $50,000	$380,000 19 branches @ $20.000
Interim facilities	$2,500,000 8 sites @ $312.5000	$500,00 1 site @ $500,000
Bookmobiles	$800,000 2 @ $400,000	$300,000 2 @ $150,000
Support Service Center Technology/telephones	Included in interim facilities	$250,000
Portables	$200.000 2 @ $100,000	N/A
Total	**$4,300,000**	**$1,480,000**

5. Bond Program Manager's Report

Informational Presentation

There is no informational presentation this month.

Regular Reports

Budget Report
Schedule Report
Active Projects Reports
Community Outreach Update

Budget Report

Explanatory document available:

Current Budget Report

dated 4/17/03

Budget Report

- Recap:

10-10-01 Baseline Budget established
12-20-01 Glen Park increased $88,000 for site acquisition
01-17-02 Increased Reserve for Prop 14 (reduced all projects 5%)
05-16-02 Funded Art Enrichment Fund (6 projects, $302,000)
06-20-02 Mission Bay increased $653,000 for site acquisition
12-20-02 Ingleside increased $455,000 for site acquisition
TODAY- Reflects F&F Budget presented 2/20/03

Schedule Report

Explanatory documents available:
New Construction / Phases 1-5 Detailed Schedules
Summary Schedule
dated 4/17/03

Schedule Report

- Recap:

10-10-01 Baseline Schedule established
12-20-01 Revised Glen Park to match Developer's schedule
01-17-02 Issued detailed schedules for Phases 1-2
02-21-02 Revised to reflect Prop 14 strategy
Revised Mission Bay to match Developer's schedule
03-21-02 Issued detailed schedules for all Phases
04-18-02 Revised to reflect Prop 14 strategy
06-20-02 Adjusted projects for geographic distribution
TODAY- Revised to reflect latest Prop 14 strategy
Revised Mission Bay to match Developer's schedule
Revised Glen Park to match Developer's schedule
Showing Move In period for each project

Schedule Report

- Revisions:

Prop 14 Strategy presented 1/17/03-
VVA Delay to 3rd Cycle, Don't wait for Determination
Delay 3 months
POR Delay to 3rd Cycle, Don't wait for Determination
Delay 3 months
ING Don't wait for Determination
Move up 5 months
NBE Do not apply for Grant
Move up 5 months (same as original Bond Program)
BAY Delay to next State Bond & POR opening
Delay 11-20 months (from original Bond Program)

Schedule Report

- Revisions (cont'd):
  Update Developers' Schedules:
    GPA Regulatory Agency Approvals
    Delay 9 months
    MBA Redesign & Re-bid
    Delay 10 months
  General:
    ALL Revise 3rd Bond Sale Date
    ALL Add Move In Periods

Active Projects Reports
New Construction

- Glen Park
  - Purchase & Sale Agreement
  - Regulatory Agency Approvals
  - Plan & Spec
  - Schedule
- Mission Bay
  - Redesign
  - Schedule

Active Projects Reports
New Construction

- Ingleside
  - Purchase & Sale Agreement
  - CEQA
  - Prop 14 Application
  - Competition Results
  - Contract Negotiations
  - Westwood Park CC&Rs
- Portola
  - Purchase & Sale Agreement
  - Prop 14 Application
  - Subdivision
  - Competition Results
  - Contract Negotiations

Active Projects Reports
New Construction

- Visitacion Valley
  - Purchase & Sale Agreement
  - Prop 14 Application
  - RFQ
  - CEQA

Active Projects Reports
Renovations

- Richmond
  - Prop 14 Application
  - Public Art
- Excelsior
  - Response to Design Review
  - Schedule
- Noe Valley
  - Design Intensive
  - Contract Negotiations

Active Projects Reports
Renovations

- Marina
  - Contract Negotiations
- Parkside
  - Contract Negotiations
  - Conceptual studies
- North Beach
  - Architect chosen
- Other Issues:
  - RFQ's for Professional Services
  - Quarterly Report
  - Design Excellence Program Update

Community Outreach Update

- Library sponsored meetings:
  - **4/9 Branch Library Improvement Program Advisory Committee**
  - **5/17 Parkside Community Meeting**
- Library invited as guest:
  - **4/21 Council of District Merchants**
  - **5/29 SPUR**
- Other City Boards/Commissions:
  - **3/3 Citizens General Obligation Bond Oversight Committee**
  - **3/19 Finance Committee (Richmond)**
  - **3/25 Board of Supervisors (Richmond)**
  - **3/19 & 4/23 Board of Permit Appeals (Glen Park)**
- Web Site & Newsletter

Special Reports

There are no special reports this month.

6. Public Comment

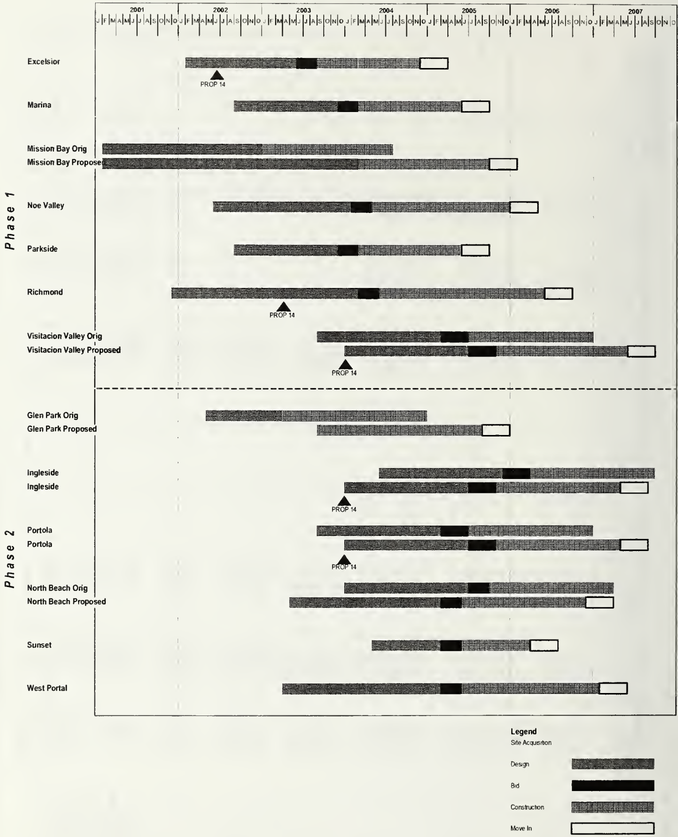
7. Adjournment

CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
April 17, 2003

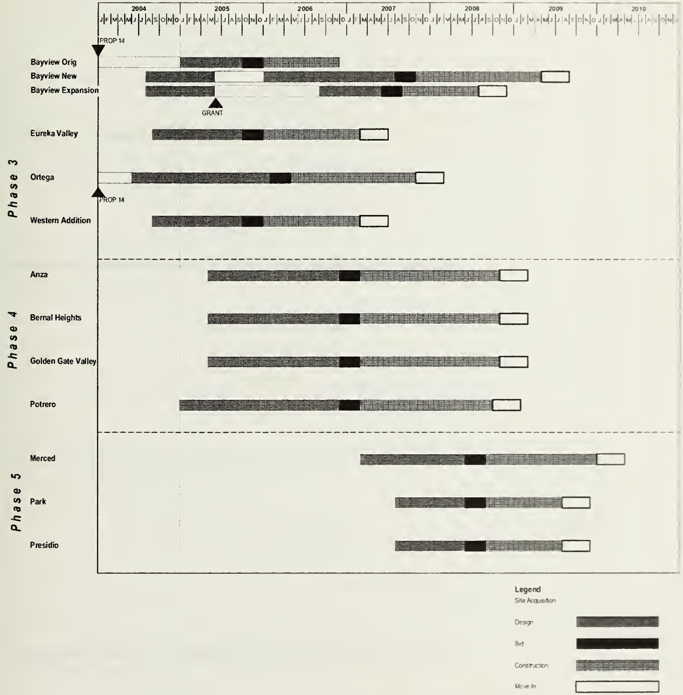
	JOB #	Branch	BUDGET Baseline Budget (10/01)	BUDGET Approved Budget (2/03)	REVENUE City Prop. A Bonds	REVENUE State Prop. 14	REVENUE Other Sources	REVENUE Total All Sources	REVENUE Appropriated	REVENUE Total Available	EXPENDITURES/ENCUMBRANCES Actual 31-Mar-03	EXPENDITURES/ENCUMBRANCES New This Month
											B	
Phase 0 Projects												
GP	7514A	Glen Park	1,770,000	3,428,000	3,428,000	(4)		3,428,000	3,428,000	3,428,000	21,569	0
IN	7516A	Ingleside [1]	1,770,000	2,225,000	1,025,000	1,200,000 (4)		2,225,000	2,225,000	2,225,000	82,722	2.231
PL	7519A	Portola [1]	1,770,000	1,770,000	1,070,000	700,000 (4)		1,770,000	1,770,000	1,770,000	14,502	0
VV	7521A	Visitacion Valley [1]	2,090,000	2,090,000	2,090,000	(4)		2,090,000	731,500	731,500		0
SC	7523A	Support Services	9,080,000	8,626,000	8,626,000			8,626,000	8,626,000	8,626,000	8,523,064	3,345
		SUBTOTAL	*16,480,000*	*18,139,000*	*16,239,000*	*1,900,000*	*0*	*18,139,000*	*16,780,500*	*16,780,500*	*8,641,857*	*5,576*
Phase 1 Projects												
EX	7525A	Excelsior	3,820,000	3,629,000	3,629,000	(4)		3,629,000	1,400,825	1,400,825	503,154	26,154
MA	7510A	Marine	4,110,000	3,904,500	3,904,500			3,904,500	3,904,500	3,904,500	33,387	0
MB	7518A	Mission Bay	3,350,000	3,957,000	3,957,000			3,957,000	3,957,000	3,957,000	50,416	0
NV	7511A	Noe Valley	4,410,000	4,189,500	4,189,500			4,189,500	1,047,375	1,047,375	40,780	7,854
PS	7512A	Parkside	2,880,000	2,736,000	2,736,000			2,736,000	2,736,000	2,736,000	43,950	0
RI	7513A	Richmond	7,630,000	7,141,500	41,500	4,700,000 (4)	2,400,000 (2)	7,141,500	2,441,500	2,441,500	436,905	39.991
VV	7522A	Visitacion Valley	3,230,000	3,020,500	3,020,500	(4)		3,020,500	620,000	620,000	28.000	0
		SUBTOTAL	*29,430,000*	*28,578,000*	*21,478,000*	*4,700,000*	*2,400,000*	*28,578,000*	*16,107,200*	*16,107,200*	*1,145,592*	*73,999*
Phase 2 Projects												
GP	7515A	Glen Park	2,800,000	1,253,000	1,253,000			1,253,000	1,253,000	1,253,000	37,815	0
IN	7517A	Ingleside	2,800,000	2,618,000	918,000	1,700,000 (4)		2,618,000	665,000	665,000	35,015	474
PL	7520A	Portola	2,800,000	2,618,000	918,000	1,700,000 (4)		2,618,000	665,000	665,000	51,618	0
NB	7526A	North Beach	3,460,000	3,287,000	3,287,000			3,287,000	821,750	821,750		0
SS	7527A	Sunset	1,490,000	1,415,500	1,415,500			1,415,500	1,415,500	1,415,500	10,234	0
WP	7528A	West Portal	4,110,000	3,904,500	3,904,500			3,904,500	976,125	976,125	17,983	0
		SUBTOTAL	*17,460,000*	*15,096,000*	*11,696,000*	*3,400,000*	-	*15,096,000*	5,796,375	5,796,375	*152,665*	*474*
Phase 3 Projects												
BV	7529A	Bayview	3,820,000	3,629,000	3,629,000			3,629,000		0	16,533	0
EV	7530A	Eureka Valley	4,580,000	4,351,000	4,351,000			4,351,000		0	18,202	0
OR	7531A	Ortega	3,560,000	3,382,000	3,382,000	(4)		3,382,000	70,000	70,000		0
WA	7532A	Western Addition	3,430,000	3,258,500	3,258,500			3,258,500		0	22,672	0
		SUBTOTAL	*15,390,000*	*14,620,500*	*14,620,500*	*0*	*0*	*14,620,500*	*70,000*	*70,000*	*57.407*	*0*
Phase 4 Projects												
AZ	7533A	Anza	4,740,000	4,503,000	4,503,000			4,503,000		0		0
BE	7534A	Bernal Heights	5,350,000	5,082,500	5,082,500			5,082,500		0		0
GG	7435A	Golden Gate Valley	5,340,000	5,073,000	5,073,000			5,073,000	50,000	50,000		0
PT	7536A	Potrero	4,230,000	4,018,500	4,018,500			4,018,500		0		0
		SUBTOTAL	*19,660,000*	*18,677,000*	*18,677,000*	*0*	*0*	*18,677,000*	*50,000*	*50,000*	0	*0*
Phase 5 Projects												
ME	7537A	Merced	4,200,000	3,990,000	3,990,000			3,990,000		0		0
PK	7538A	Park	1,310,000	1,244,500	1,244,500			1,244,500		0		0
PD	7539A	Presidio	1,530,000	1,453,500	1,453,500			1,453,500	15,000	15,000		0
		SUBTOTAL	*7,040,000*	*6,688,000*	*6,888,000*	*0*	*0*	*6.688,000*	*15,000*	*15,000*	*0*	*0*
Program-Wide Services & Costs												
LM	7501A	Library Program Costs	800,000	800,000	800,000			800,000	600,000	600,000	37,432	26.735
CS	7500A	Program Consultants	750,000	750,000	750,000			750,000	562,500	562,500	91,892	925
PM	7509A	City Program Management	3,600,000	3,600,000	3,600,000			3,600,000	1,013,822	1,013,822	432,501	44,600
RE	7502A	Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000	120.000	0
AR	7503A	Art Enrichment Program	0	302,000	302,000			302,000	302,000	302,000	23.800	3 181
RM		Relocation & Moving Reserv	4,360,000	4,320.000	4,320,000			4.320,000	1,080,000	1,080,000		0
FE		Furniture & Equipment Reser	15,000,000	16,000,000	0		16,000,000 (3)	16,000,000		0		0
FC		Bond Financing Costs	1,500,000	1,500,000	1,500,000			1,500,000	338,622	338,822	215,238	0
SF		Program Reserve	1,675,000	5.074,500	5,074 500	0		5.074.500	818.981	818,981		0
		SUBTOTAL	*27.805,000*	*32.466.500*	*16,466,500*	*0*	*16.000.000*	*32.466.500*	*4 835,925*	*4.835.925*	*1.020 863*	*75 441*
TOTAL			**133,265,000**	**134,265,000**	**105,865,000**	**10,000,000**	**18,400,000**	**134,265,000**	**43,655,000**	**43,655,000**	**11,018,384**	**155,490**

(1) Direct Cost of Land estimated by DRE as follows: Ingleside $1,125,000; Portola $1,125,000; Visitation Valley $1,350,000
(Remainder represents estimated costs for relocation benefits, appraisal fees, real estate staff time, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition, remedial sitework)
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses
(4) Prop 14 applications may be submitted for these projects

Branch Library Program Summary Schedules

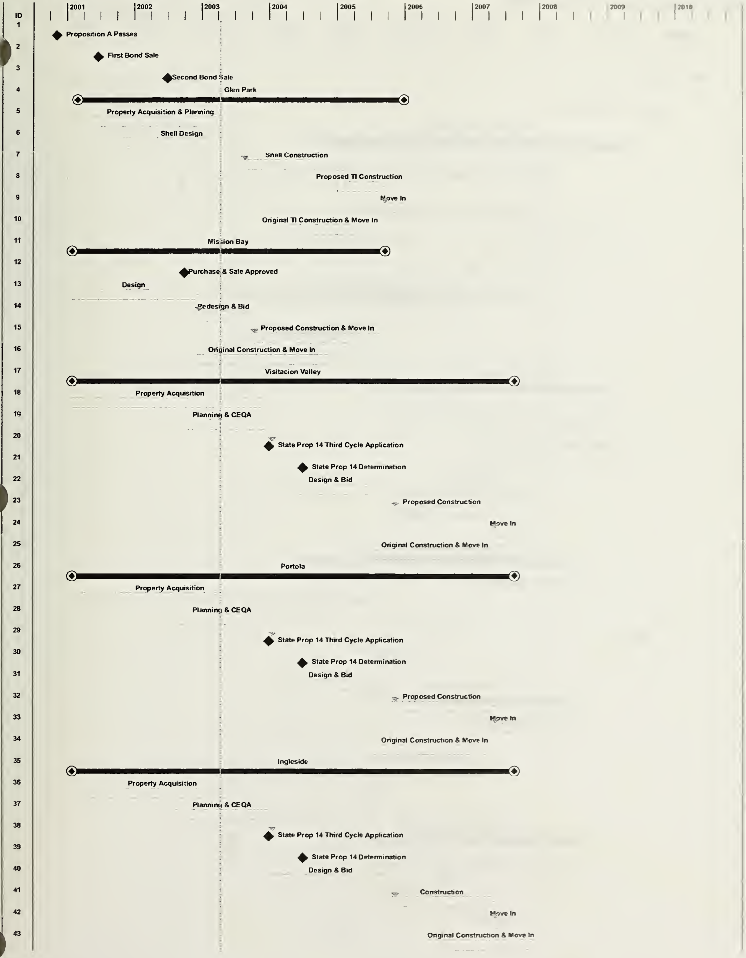


Branch Library Program Summary Schedules



BRANCH LIBRARY IMPROVEMENT PROGRAM

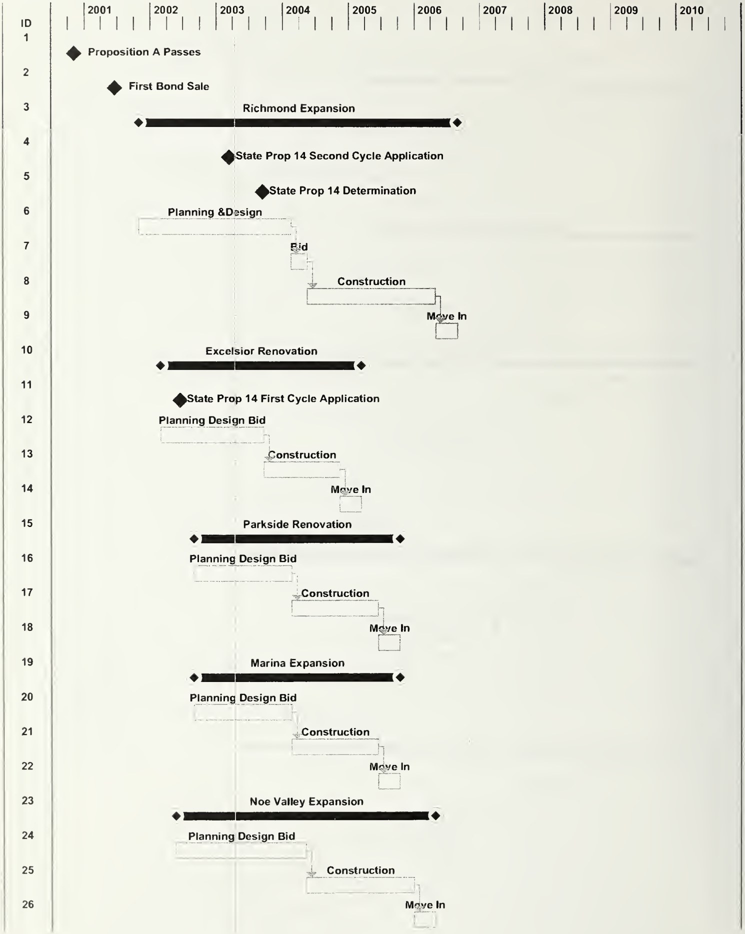
New Construction



BRANCH LIBRARY IMPROVEMENT PROGRAM

Phase 1 Renovations & Expansions

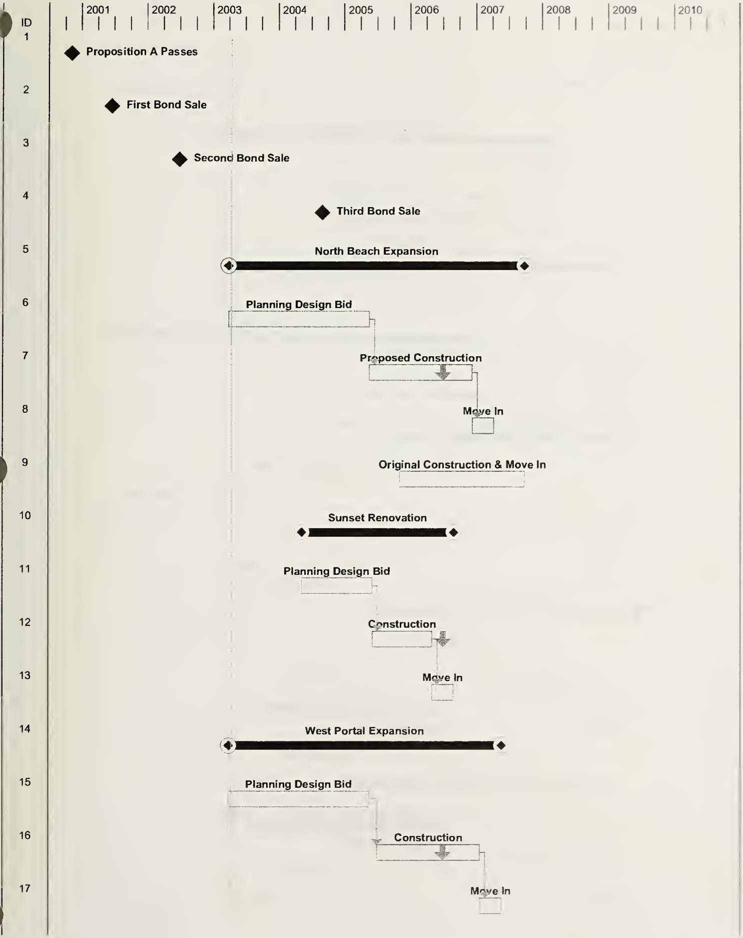
04-17-03



BRANCH LIBRARY IMPROVEMENT PROGRAM

Phase 2 Renovations & Expansions

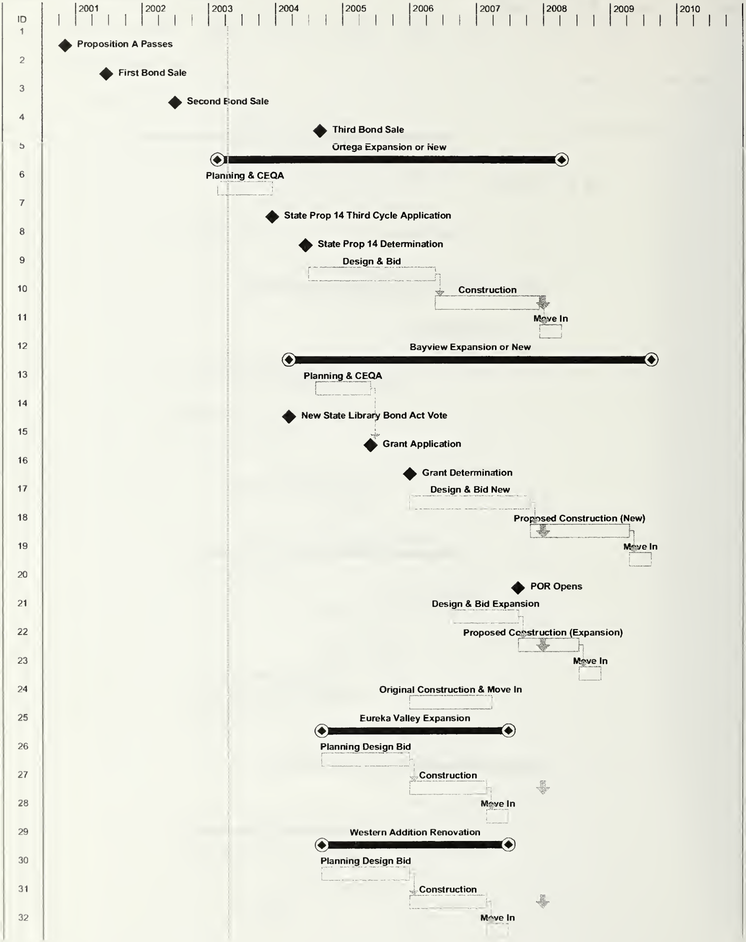
04-17-03



BRANCH LIBRARY IMPROVEMENT PROGRAM

Phase 3 Renovations & Expansions

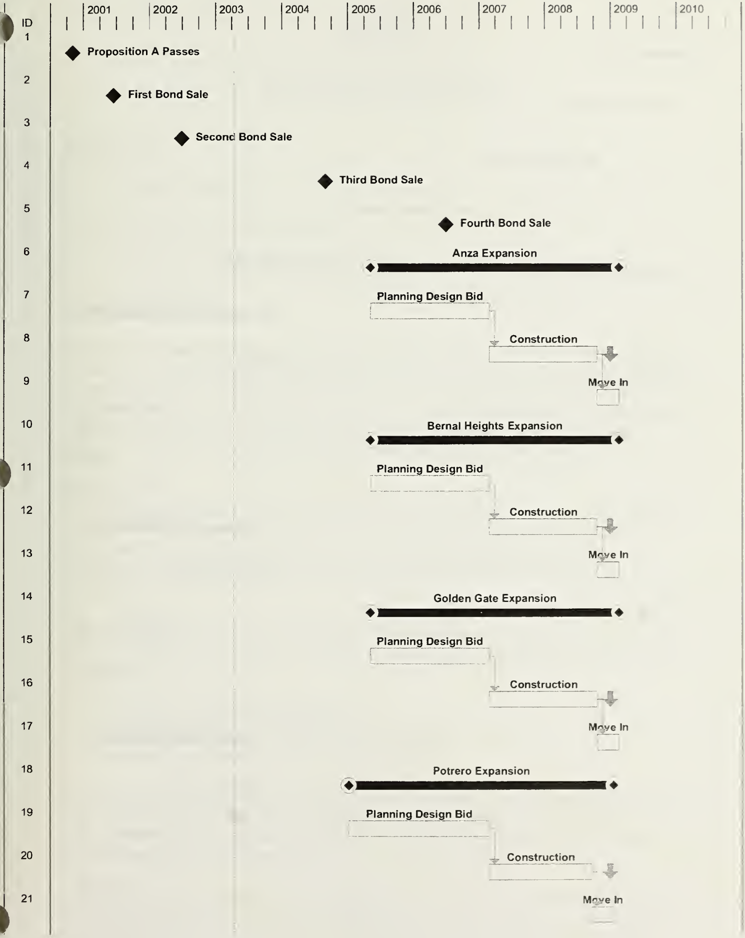
04-17-03



BRANCH LIBRARY IMPROVEMENT PROGRAM

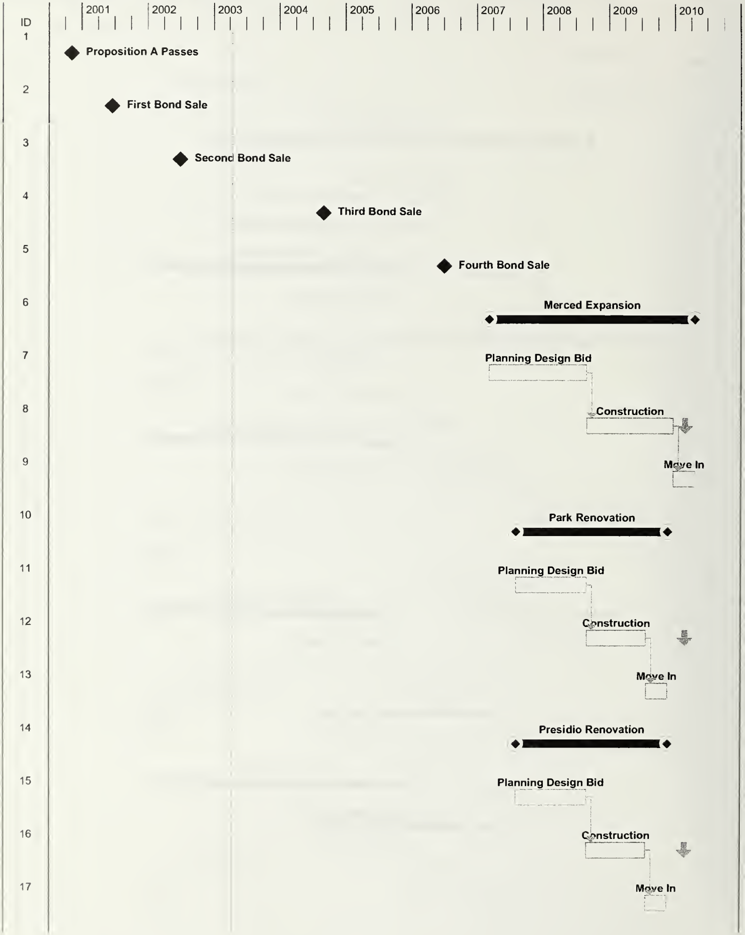
04-17-03

Phase 4 Renovations & Expansions



BRANCH LIBRARY IMPROVEMENT PROGRAM
Phase 5 Renovations & Expansions

04-17-03



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian

Re: Recommendation regarding Site Purchase for Visitacion Valley Branch Library

Date: April 15, 2003

We are recommending that you approve the purchase of 201 Leland Avenue as the site for the new Visitacion Valley Branch Library. With your recommendation, the purchase and sale agreement will be forwarded to the Board of Supervisors for their approval. Included in this item is the explanatory memo, two charts describing key elements of the purchase and the project, a summary of the terms of the purchase and a proposed Commission resolution for the Board of Supervisors regarding the purchase. .

Background

The Library is planning a 7,200 square foot branch for Visitacion Valley, which would require a site of at least 8,000 square feet. The community has been served by very inadequate leased facilities for many years; and growth is anticipated in this neighborhood as the 3rd St. light rail is extended and the Schlage Lock plant area is redeveloped.

City Real Estate and the Library identified eight preliminary sites which were presented to the community at a meeting in April 2001. Community consensus of sites that should be seriously considered were:

- Laundry at 75-83 Leland Avenue
- Auto repair at 2500-2510 Bayshore Boulevard
- Super Fair Market at 201-231 Leland Avenue

Community members strongly favored the Super Fair Market site, did not prefer a site on either side of Bayshore Boulevard and wanted the branch to be located somewhere on Leland Avenue. The Super Fair Market site, at 16,637 square feet, is a larger site than was anticipated in the bond program.

These three sites were presented to the Library Commission for consideration in June 2001; and staff was directed to obtain information on all sites. The City has researched all these sites as well as others that came to the Library's attention during the site search period. In March 2002, the Library participated in a community planning charrette for Visitacion Valley focused on reutilization of the Schlage Lock plant. The Library's potential location on Leland Avenue at the Super Fair Market site was discussed in those meetings and strongly supported by the community. Incorporation of the branch library into the redevelopment of the Schlage Lock area was not seen as a viable alternative due to the extended time period anticipated to complete the required City planning activities and the proposed improvements.

Knowing that the Super Fair Market site is larger and more costly than was planned in the bond program, the Library has been searching for partners for this project. Discussions have been held with City College and the Mayor's Office of Housing as well as other non-profit housing organizations. Although a partner has not yet been identified, the Library remains open to partnerships for this site and will continue to try to identify partners. Because the Visitacion Valley Branch Library should be a very competitive project for Proposition 14 funding and is planned for submittal in January 2004 (Cycle 3), it is necessary to go forward with the site acquisition at this time.

Site purchase/project costs

Please see the attached cost breakdown for this project. The Library had programmed $1,350,000 for site costs based on an 8,000 square foot site at about $168 per square foot. The proposed site is 16,637 square feet with a purchase price of $2,200,000, at about $132 per square foot. Closing and demolition costs are being reduced by $134,000 and soft costs and constructions costs are being held at the estimated level of $3,020,500. Estimated total project costs are $5,960,500, $716,000 over the initial estimated cost. The bond program has the funds available to make the purchase, but, as discussed in the bond program budget review, this site purchase will impact the program and would require a reconsideration of the strategy for use of relocation and moving funds.

The site could be subdivided and square footage not needed for the branch library could be sold. Proceeds from the sale would be credited toward the bond program. Subdivision is not being recommended at this time for several reasons:

- Proposition 14 applications are more competitive if they can show room for growth identified on the proposed library site.
- The branch, currently planned at 7,200 square foot, may need to be expanded in the future; and selling additional land would limit that possibility.
- The subdivision strategy could be revisited in the future, particularly if Proposition 14 funding is not received for this project.

Recommendation

In order to begin to prepare the Proposition 14 application for the Visitacion Valley Branch Library, a community meeting was held in October 2002. A site update was given at the meeting, and the community is still firmly in support of the Super Fair Market Site.

Staff feels that it is in the best interest of the future of library service in Visitacion Valley to make the investment in this site. It may impact the bond program, but this impact will not be clearly known until all Proposition 14 application decisions are made. The impact could be mitigated by reconsidering the strategy for interim services and/or the availability of additional bond funds, if a proposed state library construction bond measure is passed. This decision could be interpreted as setting a priority for new facilities. Staff believes that it was the intent of the Mayor and Commission to make sure that neighborhoods served by inadequate, leased facilities for many years would be served by new, adequate, City-owned facilities as a result of the bond program.

Attachments

Summary of Terms
201 Leland Avenue
(Visitacion Valley Branch Library)

1. Seller: SAN JEEV KHARBANDA, a single man, and SUNIL KUMAR KHARBANDA, a single man, and PARVESH C. KHARBANDA and SUMITRA KHARBANDA, husband and wife, collectively referred to as Seller.

2. Property: Approximately 16,637 square feet of land (approximately 158.55 ft. x 106.40 ft., slightly irregular) located at 201 Leland Avenue (Assessor's Block 6252, Lot 36). The property is located at the Southwest corner of Leland and Rutland (approximately one block east of the Visitacion Valley Playground and Elementary School). An existing one-story metal building occupies a portion of the land and is currently being used as the Super Fair Market.

3. Purchase Price: Two Million Two Hundred Thousand Dollars ($2,200,000) (with a $200,000 holdback as provided below). The purchase price equates to approximately $132 per square foot.

4. Due Diligence Period. The City has sixty (60) days following the date of Board of Supervisor approval to investigate all matters pertaining to the property (including environmental maters) and to perform all standard real estate due diligence. The City has the ability to not close the transaction if it discovers a problem with the property during this due diligence period.

5. As Is. City, at close, accepts the improvements in their "as is" condition. (City intends to demolish the improvements.)

6. Title: Seller will deliver marketable fee title to the land and the improvements at the close of escrow. The City's obligation to purchase is conditional upon receipt of title insurance from Chicago Title Company in a form approved by the City.

7. Closing. The Closing will occur on the date that is ninety (90) days after the effective date of a resolution of the Board of Supervisors approving the purchase agreement, or on such earlier date as the City and Seller may mutually agree.

8. Closing Costs. The City shall pay the premium for its title insurance, and one-half of the escrow and recording fees. The City shall also receive a credit in the amount of transfer taxes that would ordinarily be assessed against the Seller but which are not in this case because City is the buyer. The Seller pays one-half of the escrow and recording fees. Other costs and charges, if any, are allocated in accordance with the closing customs for San Francisco County, as determined by the Title Company.

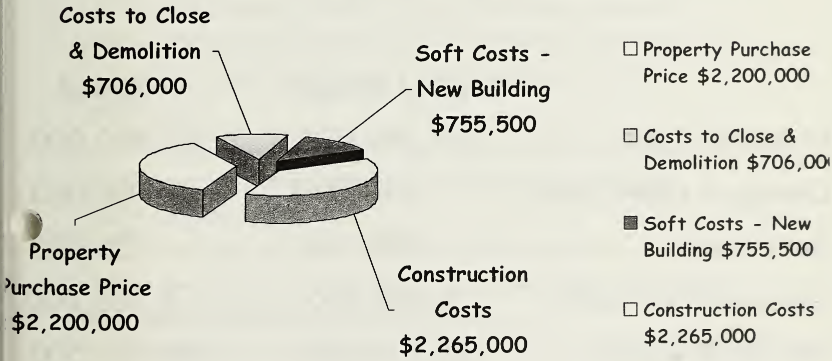
10. Real Estate Taxes. Real estate taxes are prorated as of the closing date, with the Seller paying the pre-closing taxes.

11. Indemnity. The Seller makes a number of representations and warranties as to the known condition of the land.

12. Seller Leaseback. Seller has the right to leaseback the property on a triple net "month to month" basis for a period not to exceed 180 days on the following rent schedule: $1,000 per month for the first 90 days, $5,000 per month for the next 30 days, $10,000 per month for the next 30 days, $16,500 per month for the last 30 days.

13. Purchase Price Holdback. City shall hold back $200,000 of the purchase price as a security deposit to insure Seller performance of Seller's obligations under the lease. In the event Seller has not vacated the property within the 180 day period, in addition to the $16,500 per month rent, City shall reduce the $200,000 holdback by $100 per day for the first 15 days, $200 per day for the next 30 days, $400 per day for the next 30 days, and $800 per day thereafter.

Visitacion Valley Purchase



urchase price is per Letter of Intent.

onstruction Costs budgeted are for new construction. Furniture & moveable equipment is not included.

oft costs include all professional services & permit fees associated with the new construction project.

losing costs include City Attorney, Title Insurance, Alta survey, environmental study, appraisal, CEQA and Gener
an Referral. Demolition costs include hazardous materials abatement, demolition of building and paving, utility
nnection fees.

oving costs & Real Estate Department are provided for elsewhere.

Visitacion Valley Purchase

	Original Budget	Proposed
Property Costs	$1,350,000	$2,200,000
Closing & Demo Costs	840,000	706,000
Soft Costs	755,500	755,500
Construction Costs	2,265,000	2,265,000
PROJECT COST	$5,210,500	$5,926,500
DIFFERENCE		($716,000)
PROPERTY SIZE	8,000 SF	16,637 SF

SAN FRANCISCO LIBRARY COMMISSION

RESOLUTION NO. ____________________

RESOLUTION ENDORSING ACQUISITION OF REAL PROPERTY LOCATED AT 201 - 231 LELAND AVENUE FOR THE VISITACION VALLEY BRANCH LIBRARY AND URGING BOARD OF SUPERVISORS TO APPROVE PURCHASE AND SALE AGREEMENT

WHEREAS, On November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" for general obligation bonds in the amount of $105,865,000 for the acquisition, renovation and construction of branch libraries and other library facilities; and

WHEREAS, One priority of the Branch Library Facilities Improvement Bonds is to relocate the four branch libraries located in rented facilities into facilities owned by the City; and

WHEREAS, The Visitacion Valley Branch Library presently is housed in a facility rented by the City at 45 Leland Avenue that is inadequate to meet the long term needs of the neighborhood it is intended to serve; and

WHEREAS, At a Meeting of the San Francisco Public Library Commission ("Library Commission") held June 28, 2001, the Library Commission authorized the City Librarian and the Department of Real Estate to investigate, with the intent to purchase as a library site, three sites, including the “Super Fair Market “ (the ”Property”), which is an approximately 16,637 square foot parcel of land, with improvements thereon, located at 201-231 Leland Avenue; and

WHEREAS, The Department of Real Estate, on behalf of the Library Commission and the City, has negotiated the form of an agreement to purchase the Property (the “Purchase Agreement”) for Two Million Two Hundred Thousand

Dollars ($2,200,000), subject to the conditions described in the Purchase Agreement, a copy of which is on file with the Library Commission; and

WHEREAS, The Purchase Agreement is subject to the prior approval of the Board of Supervisors, and all planning and environmental review pursuant to the San Francisco General Plan, Section 101.1 of the Planning Code, and the California Environmental Quality Act (CEQA) required for the City to purchase the Property shall be completed prior to submission of the Purchase Agreement to the Board of Supervisors for approval; now, therefore, be it

RESOLVED, That the Library Commission endorses the purchase of the Property on the terms and conditions set forth in the Purchase Agreement and, subject to completion of all required environmental review and governmental approvals pursuant to the San Francisco General Plan, Section 101.1 of the Planning Code, and the California Environmental Quality Act (CEQA), urges the City's Board of Supervisors and Mayor to approve the Purchase Agreement; and be it

FURTHER RESOLVED, That the Library Commission authorizes the City Librarian and the Director of Property to enter into any additions, amendments or other modifications to the Purchase Agreement that they determine are in the best interests of the City, do not materially decrease the benefits to the City, and do not materially increase the obligations or liabilities of the City, such determination to be conclusively evidenced by the execution and delivery of any such additions, amendments, or other modifications; and be it

FURTHER RESOLVED, That, should the Board of Supervisors approve the Agreement, the Library Commission authorizes the City Librarian and the Director of Property to take all steps necessary to execute, deliver and perform all of the City's obligations under the Purchase Agreement in accordance with its terms, and to acquire the Property; and be it

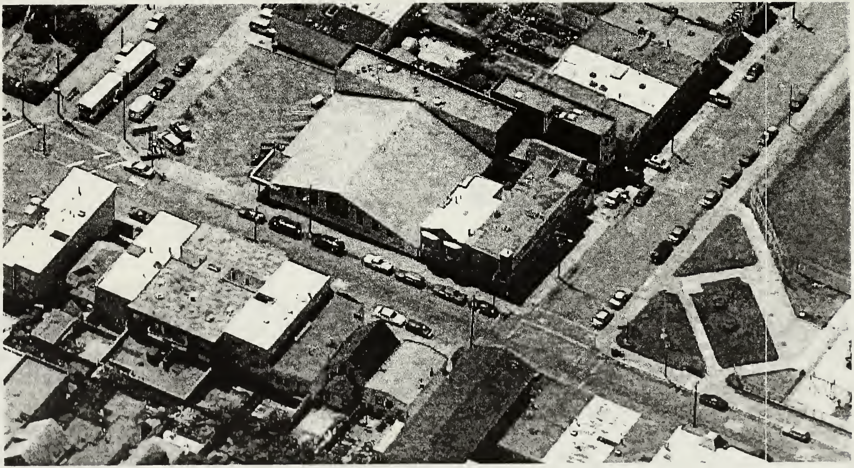
FURTHER RESOLVED, That, should the Board of Supervisors approve the Purchase Agreement, the Library Commission authorizes the City Librarian and the Director of Property to take all steps that are necessary or advisable to complete the transaction contemplated in the Purchase Agreement, to effectuate the purpose and intent of this Resolution, and that do not materially increase the obligations or liabilities of the City.

FURTHER RESOLVED, That all actions previously taken by any City and County of San Francisco official in connection with the Purchase Agreement are hereby ratified, approved and confirmed by the Library Commission.

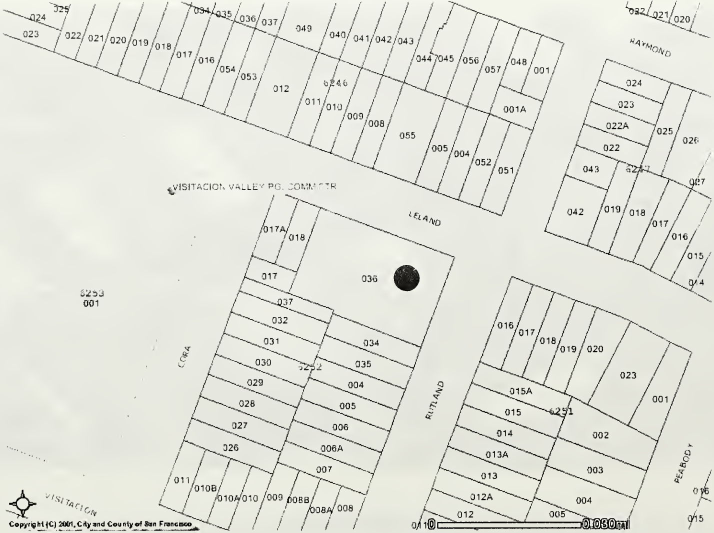
Approved on _____________.

____
Commission Secretary

201 Leland Ave.



201 Leland Ave.
Block 6252, Lot 36


LELAND
RUTLAND
CORA
RAYMOND
PEABODY
VISITACION
VISITACION VALLEY PG. COMM CTR
6246
6247
6251
6252
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036
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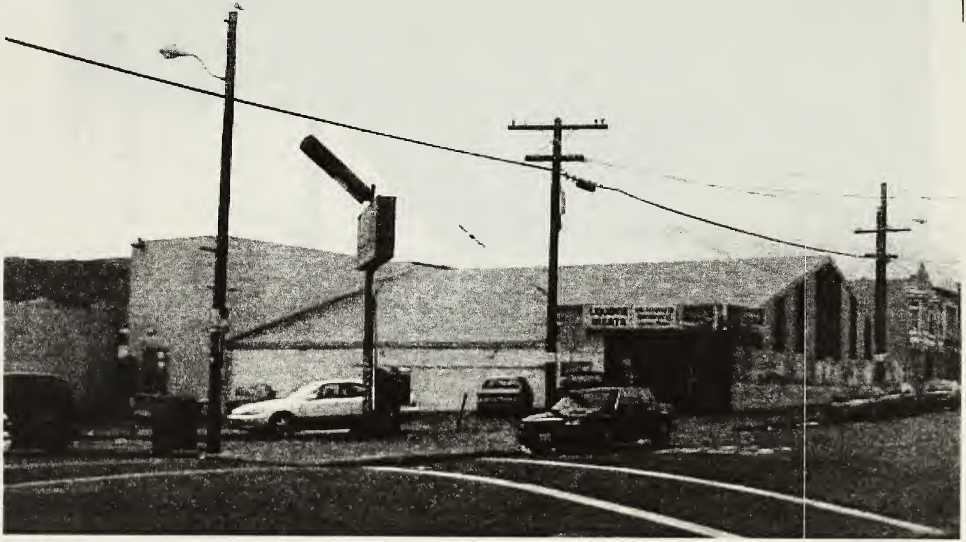
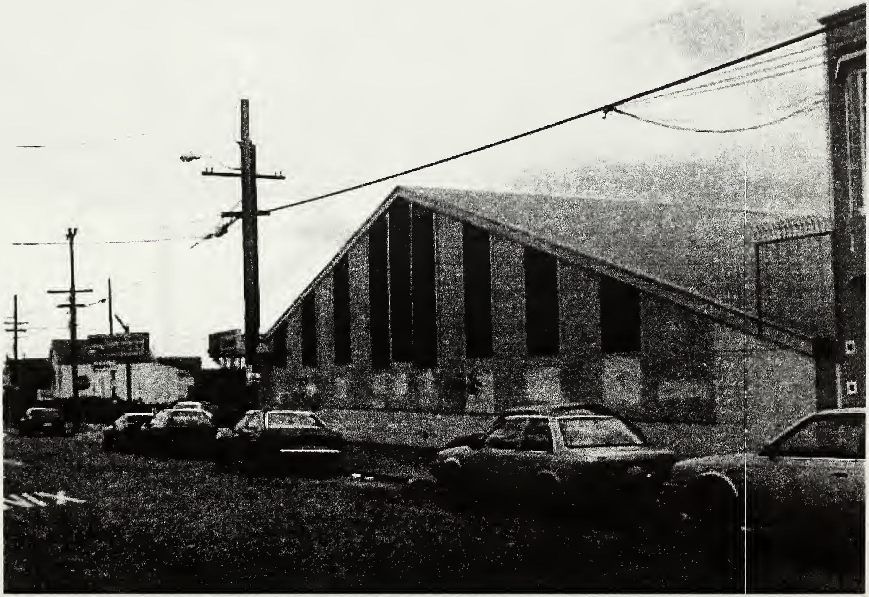
201 – 231 Leland (1 of 2)
Looking west on Leland



201 – 231 Leland (2 of 2)
Looking east on Leland



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian

Re: Relocation Strategy Review

Date: April 15, 2003

We have presented information to the Commission on relocation/interim branch library services plans in October and December 2002. That material is attached for your information. We have also been working closely with community members from the Excelsior neighborhood and library/bond program staff to determine how to provide interim services during the impending closure of the Excelsior Branch in Fall 2003.

Today we are recommending to the Commission that a strategy of limiting the provision of temporary facilities to the Richmond neighborhood only be adopted. We are recommending that you allocate funds that are not used for temporary facilities to support bond program projects so that it can be completed as promised to the voters in November 2000. Although the closure of any library facility is a difficult inconvenience, it is in the best interest of the Library and the City that the branch facilities are permanently improved. All efforts will be made to work with community groups in each neighborhood to determine how interim services can be most appropriately provided and to ensure that the Library's presence remains highly visible in the neighborhood during the branch closure.

Relocation and moving costs

$4,320,000 has been allocated for relocation and moving in the bond program budget. Please see below the recommended use of the relocation and moving funds.

Use of funds	Proposed 12/02	Proposed 4/03
Moving – new branches	$250,000 5 branches @ $50,000	$50,000 5 branches @ $10,000
Moving – existing branches	$550,000 11 branches @ $50,000	$380,000 19 branches @ $20,000
Interim facilities	$2,500,000 8 sites @ $312,500	$500,000 1 site @ $500,000
Bookmobiles	$800,000 2 @ $400,000	$300,000 2 @ $150,000
Support Service Center Technology/telephones	Included in interim facilities	$250,000
Portables	$200,000 2 @ $100,000	N/A
Total	$4,300,000	$1,480,000

With every month of implementation of the bond program, we have more definite information on program needs and costs. With this information, we have modified the initial allocation of funds for relocation/moving. With the modified scope of interim services, $2,840,000 would be made available for support of all bond projects.

Services during branch closures

Staff is suggesting that an interim facility be planned for the Richmond Branch only. We anticipate the longest (two years) closure for this facility and it is in a rather unique geographic area of the city, without too many branches nearby. It is also a key resource branch and the second busiest branch in the system. Staff is already beginning to search for possible sites for a temporary facility. We expect to close the Richmond Branch in Fall 2004 so it is not too soon to begin to locate a facility. If we were able to identify facilities that met the Library's needs and were available at no charge in other neighborhoods, we would certainly consider providing services in the alternate locations, but it is unlikely that we will find such locations at no charge.

We are in the process of purchasing two new bookmobiles that will be placed in various neighborhoods during branch closures. We plan to work with each neighborhood to review service alternatives and tailor a service plan during the branch closure that will meet the specific needs of that neighborhood. We have been pursuing that effort in Excelsior, have reviewed a number of potential relocation sites, none of which have been suitable or available, and are now developing plans for alternate services during the closure. Please see the attached "Excelsior Interim Services Update".

Recommendation

We are recommending that the Commission adopt a strategy of providing a temporary facility for the Richmond Branch Library only and redirecting $2,840,000 to support bond program projects. The reasons include the following:

- We are approaching the end of the site acquisition phase of the bond program, which is the phase that included the greatest unknown factors. It should be much more feasible to contain design and construction costs to estimated budgets than has been true for site acquisition. But, in order to meet the project scopes as planned, funds allocated to relocation/moving need to be redirected to bond program projects.
- The Commission could wait until the award of Proposition 14 funds in Cycle 2 and 3 are known, which could relieve some of the pressure on the bond program, but by making this decision at this time, a clear direction would be affirmed that the Commission sees as a priority completing all projects as promised to the voters in November 2000. The adoption of this strategy would potentially make funds available to address unknown situations during the life of the program as well as to possibly enhance the scope of some projects.
- A clear question of priority is presented here –is it a better investment to spend bond dollars on interim facilities or on the City's permanent branch libraries? Staff recommends that the investment in permanent facilities should be a priority.

Attachments

Excelsior Interim Services Update 4/15/03

As a follow up to the SFPL community meeting on December 7th, the Interim Services Community Work Group (composed of community members, the Branch's CNL representatives, library/bond staff, and Supervisor Sandoval's aide) met on January 14 and March 24, 2003. The group discussed alternative sites, book- mobiles, hours at nearby branches, place for special collections, book returns, children's services, and neighborhood communication.

Alternative sites:
SFPL has considered 6 vacant storefronts:

- 4550-4564 Mission/previously Woolworth's – Art House is still seeking funds to lease space from Rite Aid. Unlikely to be ready by September.
- 4721 Mission/previously McDonalds – Interior in poor condition. Owner not interested in short term lease.
- 4750 Mission/Mission Child Care Consortium – Second floor space available though no ADA elevator. Not clear on what sort of floor load can be accommodated.
- 4760 Mission – Poor condition and monthly rent of $9,000.
- 4575 Mission/previously a theater – Unable to contact broker or owner. Unacceptable sloped floors are usually found in theaters.
- 4430 Mission/leased by On Lok- Not available.

Bookmobiles/Book Drops:
The Library is in the process of acquiring a bookmobile to place at one site in the Excelsior 4-6 days a week and locate a book drop at the same location for 24 hour use. The following sites (in order of preference) are being considered:

- Safeway (manager's considering)
- Cala (manager's considering)
- Valente Marini Perata Funeral Home (next to Safeway)
- Balboa Park BART station
- Church/school parking lots
- A neighborhood parking spot on the street

Other branches:
A survey of Excelsior Branch users was conducted to see what other branches patrons would use during renovation. Library staff analyzed this, along with a survey on the transit of materials and is recommending opening Glen Park (the closest branch) on Monday and Sunday and letting the public know that Mission and Chinatown are already open 7 days/week.

Special Collections:
The Excelsior Branch houses a unique Filipiniana collection. The staff is surveying the collections' users as to where they would prefer to house the bulk of the collection. The results will be tallied in 2 weeks.

Children's services:
One of the priorities of the Community Work Group was to secure places to hold the Excelsior Branch library's children's programs. SFPL has talked to the directors of the Excelsior/OMI Neighborhood Beacon Center and the Excelsior Youth Center (run by the Boys & Girls Club) and they are interested in holding homework help, summer reading, and other special programs at their sites. The staff is also contacting other organizations in the neighborhood.

Communication:
At the suggestion of the Community Work Group, a ten-foot banner will be hung on the front of the branch, announcing "Branch Renovation Coming Soon." There will also be regular handouts for users on the closure timeline and hours/services at other branches. The editor of the Gateway Gazette plans to run a "countdown to closure" item regularly in the paper.

Programwide Budget Review
SCENARIO A- STATE GRANTS RICHMOND ONLY ($4,633,870)
4/15/2003

Category	Item	Original	Approved	Proposed	Difference
Program- wide Services & Costs		**$22,355,000**	**$27,316,500**	**$23,997,628**	**$3,318,872**
	Library Costs & Consultants	800,000	800,000	800,000	0
	Management Costs & Consultants	750,000	750,000	750,000	0
	City Program Management	3,600,000	3,600,000	3,600,000	0
	Real Estate Department Labor	120,000	120,000	235,281	(115,281)
	Art Enrichment	0	302,000	302,000	0
	Relocation & Moving	4,320,000	4,320,000	1,480,000	2,840,000
	Furniture & Equipment	15,000,000	16,000,000	16,000,000	0
	Bond Financing Costs	2,915,000	1,500,000	1,500,000	0
	Unallocated Bond Interest Proceeds			(293,204)	293,204
	Bond Interest Proceeds Subject to Arbitrage*			(429,052)	429,052
	Allocated Bond Interest Proceeds			(163,500)	163,500
	Unfunded Prop 14			5,366,103	(5,366,103)
	Program Reserve	0	5,074,500	0	5,074,500
Site Acquisitions & New Construction		**$30,526,500**	**$31,722,500**	**$32,438,500**	**($716,000)**
	Glen Park	4,610,000	4,698,000	4,698,000	0
	Ingleside	4,388,000	4,843,000	4,843,000	0
	Portola	4,388,000	4,388,000	4,388,000	0
	Visitacion Valley	5,210,500	5,210,500	5,926,500	(716,000)
	Support Services	8,626,000	8,626,000	8,626,000	0
	Mission Bay	3,304,000	3,957,000	3,957,000	0
Renovations & Expansions		**$75,233,500**	**$70,076,000**	**$70,076,000**	**$0**
	All Design & Construction	75,233,500	70,076,000	70,076,000	0
TOTAL		**$128,115,000**	**$129,115,000**	**$126,512,128**	**$2,602,872**

NOTE: Interest earned this fiscal year is subject to arbitrage payments, calculated at fiscal year end.

Programwide Budget Review

SCENARIO B- STATE GRANTS PORTOLA ONLY ($2,400,000)

4/15/2003

Category	Item	Original	Approved	Proposed	Difference
Program- wide Services & Costs		**$22,355,000**	**$27,316,500**	**$26,231,525**	**$1,084,975**
	Library Costs & Consultants	800,000	800,000	800,000	0
	Management Costs & Consultants	750,000	750,000	750,000	0
	City Program Management	3,600,000	3,600,000	3,600,000	0
	Real Estate Department Labor	120,000	120,000	235,281	(115,281)
	Art Enrichment	0	302,000	302,000	0
	Relocation & Moving	4,320,000	4,320,000	1,480,000	2,840,000
	Furniture & Equipment	15,000,000	16,000,000	16,000,000	0
	Bond Financing Costs	2,915,000	1,500,000	1,500,000	0
	Unallocated Bond Interest Proceeds			(293,204)	293,204
	Bond Interest Proceeds Subject to Arbitrage*			(429,052)	429,052
	Allocated Bond Interest Proceeds			(163,500)	163,500
	Unfunded Prop 14			7,600,000	(7,600,000)
	Program Reserve	0	5,074,500	0	5,074,500
Site Acquisitions & New Construction		**$30,526,500**	**$31,722,500**	**$32,438,500**	**($716,000)**
	Glen Park	4,610,000	4,698,000	4,698,000	0
	Ingleside	4,388,000	4,843,000	4,843,000	0
	Portola	4,388,000	4,388,000	4,388,000	0
	Visitacion Valley	5,210,500	5,210,500	5,926,500	(716,000)
	Support Services	8,626,000	8,626,000	8,626,000	0
	Mission Bay	3,304,000	3,957,000	3,957,000	0
Renovations & Expansions		**$75,233,500**	**$70,076,000**	**$70,076,000**	**$0**
	All Design & Construction	75,233,500	70,076,000	70,076,000	0
TOTAL		**$128,115,000**	**$129,115,000**	**$128,746,025**	**$368,975**

NOTE: Interest earned this fiscal year is subject to arbitrage payments, calculated at fiscal year end.

Seymour Lubetzky — transformed library cataloging

By Wolfgang Saxon
NEW YORK TIMES

Seymour Lubetzky, who helped librarians channel the rising tide of information with his ingenious transformation of cataloging, died April 5 in Los Angeles. He was 104.

Mr. Lubetzky worked for years at the Library of Congress, where he started in the 1940s sorting out an overwhelming backlog of books waiting to be entered into the library's soaring inventory. In the 1960s he taught at UCLA, where he retired in 1969 as a professor at the School of Library Service.

The Dewey Decimal Classification assigns numbers to books to organize them on library shelves. But Mr. Lubetzky's theories went beyond the numbers to provide descriptive rules for identifying a book and condensing its nature into a meaningful but concise catalog entry in a place where a user might look for it.

"Classifying is one thing," said Elaine Svenonius, emeritus professor of information studies at UCLA and co-editor of a book on Mr. Lubetzky. "Describing a book for a catalog is quite another."

Mr. Lubetzky, fluent in six languages, after retirement continued his work as a consultant in the United States and overseas. His contributions were crystallized in two books, "Seymour Lubetzky: Writings on the Classical Art of Cataloging," edited by Svenonius and Dorothy McGarry (Libraries Unlimited, 2001); and "Future of Cataloging: The Lubetzky Symposium, April 18, 1998; University of California, Los Angeles" (American Library Association, 2000).

He was born Shmaryahu Lubetzky in Zelva, a village in what is now Belarus, and taught in a private Hebrew school system before coming to the United States in 1927. In 1932 he received a master's degree in German at UC Berkeley, where he also studied at the library school, and became a cataloger at UCLA.

He drew attention with his writing about prevailing library practices in Library Quarterly and with a presentation at the 1939 annual meeting of the American Library Association, where he laid out his ideas for improvement. In 1943, the Library of Congress hired him for six months to review its badly clogged system of recording newly received publications, an appointment that soon became permanent.

Mr. Lubetzky faced an arcane system encrusted with redundancies, inconsistencies and irrelevancies. He set out to start over with what became the library's "Rules for Descriptive Cataloging" of 1949.

He was the theorist of his profession, and his rules introduced a system of organizing information, applicable in libraries as well as in private offices or on the Internet. His rules made changes as simple and logical for users as having the heading for a book published by a UCLA department list the university's name directly, rather than starting with the institution's location, California, and then getting to its name, Barbara Tillett of the Library of Congress explained.

Mr. Lubetzky left the Library of Congress in 1960 to join the new School of Library Service at UCLA. In 1969 he published his masterwork, "Principles of Cataloging," which condensed his thoughts on the subject and became a staple for library schools.

Last year, just before his 104th birthday, the American Library Association awarded him an honorary lifetime membership, its highest honor.

Mr. Lubetzky is survived by two sons, David of Washington and Richard of Los Angeles, and a grandson. His wife of 47 years, Beatrice Charnas Lubetzky, died in 1981.

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Approved

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, April 17, 2003.
(As approved May 20, 2003)

The San Francisco Public Library Commission held a regular meeting on Thursday, April 17, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:07PM.

The following members were noted present: Commissioners Bautista, Coulter, Higueras, Steiman, Streets, and Strobin. Commissioner Chin was excused.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MARCH 20, 2003 COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MARCH 20, 2003 COMMISSION MEETING

An anonymous member of the public commented that some minutes were not available on the Library's website and noted that the Minutes had been changed to reflect the City Librarian's clarification of her remarks concerning a discussion in the February Minutes. This person also called attention to a confusing report of a public comment they had made citing remarks made by Mr. Warfield that appeared as if Mr. Warfield had made them. Mr. Ed Regan commented that his remarks were accurately reported. Mr. Peter Warfield found that much was omitted in the Minutes, calling attention his public comments concerning fundraising by the Friends & Foundation and about Prop. 14. Additionally Mr. Warfield commented that the Minutes had been changed to reflect the City Librarian's clarification of her remarks concerning the availability of a copy of the Richmond Prop. 14 Application. Mr. Warfield also commented that he was glad that books were going up at the Excelsior, expressed dismay his comments that materials had not been provided in advance was not noted, and pointed to a lack of report of comments he had made concerning the loss of books and tables as well as his citation of an Excelsior Branch book collection figure reported in the American Library Directory.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE FEBRUARY 20, 2003 COMMISSION MEETING

Commissioner Coulter suggested that the anonymous member of the public's reported public comment citing public comment offered by Mr. Warfield be clarified to reflect that they were this person's remarks rather than Mr. Warfield speaking for himself. Commission Coulter also called attention to a repeated word in the last sentence.

MOTION: Commissioner Bautista, seconded by Commissioner Coulter that the March 20, 2002 Minutes be approved as amended.

ACTION: AYE 5-0 (Bautista, Coulter, Higueras, Steiman, and Strobin)

President Higueras announced that Agenda Item #3 the Visitacion Valley Branch site purchase recommendation would be taken out of order next to accommodate the members of the public attending the meeting needing translation services . It was noted that library staff member Cindy Wong would provide Chinese Language translation for those members of the public.

AGENDA ITEM #3 VISITACION VALLEY PURCHASE & SALE AGREEMENT

City librarian outlined for the Commissioner a report (copy attached) recommending the purchase of 201 Leland Avenue as the site for the proposed new Visitacion Valley Branch Library. Ms. Hildreth discussed in detail the lengthy process that the Real Estate Division, Office of Administrative Services had engaged in to narrow the proposed site selection from 8 potential location in April 2001 down to the final 3 sites in June 2001 when the Commission authorized continued efforts to secure the best available location from among them. Ms. Hildreth reported that the neighborhood had been undergoing a significant revival and that with the advent of the new Third Street Light rail Line more development and increased population was likely. The City Librarian acknowledged that this 16, 000 sq. ft. site at $2.2 million was larger than the 8-10,000 sq. ft. site for $1.3 million that had been initially proposed in the Branch Library Improvement Program. She next discussed the so far unsuccessful but ongoing efforts to find a partner to develop the addition land available at the Super Fair site proposed for the new branch. Ms. Hildreth noted that other costs to develop the new branch were within expected budgets and that having the additional property for future library expansion could be a key factor in facilitating a successful Prop. 14 (State Library Bond) application for this branch. The City Librarian concluded her report with comments supporting the staff recommendation and that the Commission request that the Board of Supervisors approve acquisition of this property, noting this was the best potential site and would be a good investment for the library as well as for the community.

Public comment on AGENDA ITEM #3 VISITACION VALLEY PURCHASE & SALE AGREEMENT

Ms. Arlene Trent, Visitacion Valley resident noted that the current very small branch library was very heavily used by both students and adults and that this site would provide the best opportunity to get a branch library appropriate to the neighborhood's needs. Mr. Chow Chu Raig noted that a lot of seniors and many multicultural students used the branch library. Mr. Chow strongly urged that the new branch be provided additional computer access and materials in various languages needed by the community. Ms. Un Chui- Fong noted that the current branch library was too small and that it lacked materials needed by her college student daughter. She recommended purchase of this site so that an adequate branch with enough seating could be built. Ms. Liu Gnio-Lian urged selection of the recommended site commenting that her two children needed more opportunity to learn English and Chinese at an expanded branch library. Mr. Tse Kin, a resident of "Little Hollywood" called attention to the need for a better larger library for the neighborhood children. Xias De Ming agreed that a larger library that this site allowed for was needed by the neighborhood children. Huang Jian-Kong supported selection of this site and a larger branch library. Mr. Robert Leyman, a long time Visitacion Valley resident urged that the library continue to look for a partner to develop this site which he found to be best for the neighborhood. Mr. David Merrill, a Library Page, called attention to how small and inadequate the current branch was and urged the Commission to choose this site that allowed for a large branch. Mr. Russell Marine, Visitacion Valley Planning Alliance, recommended approval of this site as the best potential location in the neighborhood for the new branch library. Mr. Merrill observed that a bigger branch would be good for everyone not just kids and noted that while it would cost a bit more it was a good buy and that community would help find a partner to develop the remainder. Mr. Leroy Iverson, Visitacion Valley resident, pointed out that the site was the best possible location near schools, playgrounds, but away from heavy traffic areas. Mr. Iverson called attention to the new biotech executive park development underway noting that this would bring more residents and attract schools to train residents for work. He also recommended more Chinese Language materials for the new branch. Mr. Siaw urged approval of the site noting that his three children needed a bigger and better branch library. Ms. Eleanor Taylor agreed and urged approval of the site noting that Visitacion Valley was among the city's most integrated neighborhoods and deserved a new branch. Ms. Fran Martin, a Visitacion Valley civic leader, noted that all of the neighborhood organizations supported selection of this site and that neighborhood residents were hungry for the knowledge the new library would provide. Ms. Julie Kavanagh, Visitacion Valley Community Center, strongly supported choosing this location and promised do all that she could to help improve the branch. Ms. Kavanagh noted that the neighborhood deserved the new branch and it would be a gem in the center of a very diverse community. Ms. Betty Partial, a life long Visitacion Valley resident, noted the inadequacy of the current small branch and urged recommendation of this larger site pointing out that it would also be accessible to cross town bus riders. Mr. Peter Warfield expressed concern with the expense of this proposal suggesting that the Bond program was short of money and noting that this recommendation was over the proposed budgeted amount. An anonymous member of the public discussed the neighborhood as interesting albeit with some economic problems, suggested that that while there was no identified partner, other branch library partnerships had been controversial. This person expressed dismay that the Library's Prop 14 (State Library Bond) strategy that included partnerships with schools had not been explained to the neighborhood residents, suggested caution in proceeding, and requested that more information on the Prop. 14 strategy be made available. Mr. Ed Regan suggested that the new branch have more public service hours, a bigger non-fiction collection, and a plan for enough tables and comfortable chairs as well as assessing how many potential users might come to the branch. Mr. Regan also recommended that the branch be a three story building. Mr. Will Wrightly, a Visitacion Valley resident, cited a T.S. Elliott poem about dithering indecision in response to members of the public's critical comments and noted that those who lived in the neighborhood strongly supported selection of this site that would allow for a building big enough and suggested that a partner would be found.

Before discussing the Visitacion Valley purchase the Commission took up Agenda item #2 the Bond program Budget review.

AGENDA ITEM #2 BOND PROGRAM BUDGET REVIEW

City Librarian Susan Hildreth began her review of the Bond Program Budget by observing that it was becoming less likely that the Branch Improvement Program would be able to attain its goal of $10 million from Prop. 14 (State Library Bond) funds. She then outlined various alternative scenarios (copy attached) to close any gap in the Program Budget that could result from receiving less than anticipated Prop. 14 (State Library Bond) funding for Branch Improvement Program projects. The City Librarian reported that an additional factor was that the overall cost of acquiring properties had been greater than anticipated as well as associated fees. Ms Hildreth pointed out that funds budgeted for relocation might be needed to complete the scope of the Branch Library Improvement Program. Ms. Hildreth noted the availability of additional funds derived from bond interest but called attention to the arbitrage restrictions. The Bond Program Manager then described the bond program budget implications and options should the Prop. 14 applications for the Richmond and or the Portola Branch should be successful. The City Librarian then recommended the $4.3 million allocated for relocation be reconsidered. Ms Hildreth noted that as the community wanted an expansion of the Parkside Branch rather than its proposed renovation a decision on that would have be deferred until the success of the Richmond Branch Prop. 14 Application was determined. The City Librarian next discussed a proposed March 2004 State Library Bond as a possible future source of funds to cover branch improvement program costs. Ms. Hildreth noted that the acquisition of the proposed Visitacion Valley Branch site was recommended under both budget scenarios.

Public comment on AGENDA ITEM #2 BOND PROGRAM BUDGET REVIEW

An anonymous member of the public noted that the City Librarian's presentation relied on assumptions about a number of unknowns, and suggested that relocation funds were being viewed as a slush fund. This person also commented that the worst case scenario had not been presented. Fran Martin, a Visitacion Valley resident, commented that there were no other suitable locations for the proposed new branch and that if this opportunity were missed they may not be other chances to Mr. Peter Warfield while expressing support for expansion of the Visitacion Valley Branch suggested that the bond program was in trouble. Mr. Warfield pointed out that there was no presentation about what could happen if no state bond funds were received and expressed his serious alarm urging the Commissioners to consider the implications of this possibility.

Commission comment on AGENDA ITEM #2 BOND PROGRAM BUDGET REVIEW

Vice President Steiman was hopeful for the success of the Prop. 14 applications but expressed concern that the cost of acquiring properties had been more than estimated, noting however that the Glen Park purchase was the smallest amount over budget. In answer to a question by commissioner Coulter, Ms. Hildreth commented that in her view the upcoming Prop 14 application were very competitive pointing out that while unsuccessful the Excelsior application had scored well and that she had high hopes for the Richmond application. Ms. Hildreth noted that in this case if necessary the property could be subdivided later to recoup some of the purchase price. Commissioner Coulter found this a prudent back up plan. Commissioner Bautista reminded her colleagues that the Visitacion Valley neighborhood deserved a better library and that providing one was a priority. Commissioner Bautista noted that the proposed site was a good value and expressed firm belief that sufficient funds would become available. Commissioner Bautista urged her fellow Commissioners to ignore financial doomsayers and provide what the community needed. President Higueras observed that the real source of the problems with the bond program budget was the CIAC (Capital Improvements Advisory Committee) mandate that the library find $10 million from outside sources to achieve the program goals outlined in the Branch Library Improvement Program that was proposed in 2000. President Higueras reminded his fellow Commissioners that this was a 10 year program that had to meet the needs of all of the neighborhoods and that it was their serious duty to take the necessary steps to make sure to complete the entire Bond program making sure that each branch received its due. President Higueras noted that Visitacion Valley residents deserved the best branch library possible and noted that there was hope that a scenario could be found to make it possible. Commissioner Streets concurred that Visitacion Valley deserved the best possible library but asked what would happen if no state funds were received and how the Bond Program timeline might be adjusted to address any financial shortfalls that could develop?

Commission discussion of AGENDA ITEM #3 VISITACION VALLEY PURCHASE & SALE AGREEMENT

The City Librarian discussed the extensive efforts made to identify a good location in Visitacion Valley and noted that none other offered the benefits of the Super Fair site. Ms. Hildreth recommended this site as the right thing to do for Visitacion Valley and noted that acquiring this site was essential to the program, a key site, and met the bond mandate to replace all of the branches in rented locations with city owned facilities. In response to questions by President Higueras, Charlie Dunn of the Department of Administrative Services, Real Estate Division noted that after a year of efforts in his professional opinion now was the right time and this was the right location to site the new Visitacion Valley Branch Library. Mr. Dunn found this to be a prudent purchase which met all of the required criteria except that the site was larger that initially desired but that left the Library with a wide array of options.

Commissioner Bautista did not see any problem with selling un-needed portions of the property if it became necessary. Vice President Steiman noted that if the Library could recoup the additional cost by selling the excess portion of the property then the initial cost estimates were validated. President Higueras expressed some discomfort at making a decision without information about what a worst case scenario might be but after discussion among the Commissioners entertained a motion.

MOTION: Commissioner Bautista, seconded by Commissioner Strobin that the proposed resolution recommending Board of Supervisors approval of the acquisition of the 201 Leland Avenue site be approved.

The Commissioners discussed concerns with how the overall Branch Improvement Program budget could be reviewed and a plan developed to addressed any shortfall in funds so that the entire program could be completed as proposed

ACTION: AYE 5-1 (Bautista, Coulter, Higueras, Steiman, and Strobin) NO (Streets)

President Higueras called for a brief recess at 6:14PM
The Commission returned to session at 6:21PM

AGENDA ITEM #4 RELOCATION STRATEGY REVIEW

City Librarian Susan Hildreth presented a report (copy attached) on a proposed revision of the Library's proposed plans for providing alternative services while branch libraries are undergoing renovation during the branch Library improvement program. Ms. Hildreth recommended that alternative services be only provided for the Richmond branch that she noted was unique in the size, relative geographic isolation from nearby branches, and length of time its renovation and expansion might take. The City Librarian reported working with community groups to identify an interim location available at no cost to the Library. Ms. Hildreth additionally recommended that the $4.3 million set aside for relocation be reviewed and that $2.8 million from this line item be returned to the program budget. The City Librarian discussed proposed plans for alternative services noting that portable structures had been considered and ruled out. She then introduced Library Chief of Branches Donna Corbeil, who presented additional information on branch plans in particular addressing those for the Excelsior Branch. Ms. Hildreth pointed out that the financial picture might look like would not be better known until after a decision had been reached on the Richmond Branch Prop. 14 Applications in the fall and that no decision need be made now regarding revision of the relocation budget.

Public comment on AGENDA ITEM #4 RELOCATION STRATEGY REVIEW

An anonymous member of the public expressed appreciation for the candor of the comments offered but expressed concern that promises made when the Bond was proposed that there would be no disruption of library services would not be kept. This person additionally expressed concerns at the proposed reductions in the budget for moving costs and suggested that there might be plans to use library operating funds to pay for them. Mr. Ed Regan commented that bookmobiles were too small to accommodate the needs of library users and recommended use of mobile homes instead these he noted could be placed where it was planned to park the bookmobiles Mr. Peter Warfield criticized the unavailability of explanatory documents and decried that loss of library services for lengthy periods. Mr. Warfield questioned if the plans met the requirements of Prop. E and wanted more information concerning the reductions in estimates for moving costs. Mr. Warfield suggested that any cuts in services be widely noticed and outreach made to all those who might be affected. Ms. Bonnie Martin, Gateway Gazette, found the presentation fair and cost concerns understandable. She noted that the Library had been working with the community to maximize bookmobile services, provide continuation of Children's Services, and that there was an ongoing effort to find free usable space for library programs.

Commission discussion of AGENDA ITEM #4 RELOCATION STRATEGY REVIEW

In response to questions by Vice president Steiman, Ms. Hildreth discussed in some detail how staff reviewed and revised the moving cost figures and discussed how bookmobiles could fit into the plans to maximize existing staffing and serve in a variety of locations during the Branch Library Improvement Program renovation projects. In response to questions by President Higueras, Vice President Steiman, and Commissioner Bautista, the City Librarian noted that the BLIP Budget could be reconfigured to provide move out, storage, and move in costs, as well as needed levels of interim services based on a realistic evaluation of all of the costs involved.

AGENDA ITEM #5 BOND PROGRAM MANAGER'S REPORT (copy attached)

Branch Improvement Program Manager Marilyn Thompson noted that there would be no informational report this month. Ms. Thompson then presented her regular Budget, Schedule, Active projects, and ongoing Outreach reports. She noted that the revised Budget schedule was dated April 17 and that $11,018,384 had been encumbered or expended thus far in the program. The Branch Library improvement program manager concluded her report noting the BLIP website was up and being updated and that there would be no special report this month.

Public Comment on AGENDA ITEM #5 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public expressed appreciation for the schedule updates but expresses concern that the explanatory documents were becoming problematic and confusing. This person found the Commissioners' comments on the Prop. 14 competitive processes interesting and noted that terms often heard when money was being given away were impact and leverage, asking where San Francisco placed in these criteria. This individual speculated that the State was unlikely to ignore other locations that were poorer and where the funds would have greater leverage. Mr. Ed Regan expressed concern that each project would have a different architect and builder and recommended that the Library seek out a American Library Association (ALA) model for what a typical branch library should be to insure uniformity in the buildings housing branches. Ms. Cerise Harver urged the Commissioners to replace the existing Visitacion Valley Branch Library noting that a good library was a great community resource and of great importance for the students in the neighborhood. Ms. Harver noted that the Super Fair site was favored by the community and that it could accommodate the larger space that was needed.

Commission discussion of AGENDA ITEM #5 BOND PROGRAM MANAGER'S REPORT

President Higueras thanked Ms. Thompson for her report.

AGENDA ITEM #6 PUBLIC COMMENT

An anonymous member of the public noted that tomorrow (April 18th) was the anniversary of the 1906 Earthquake and Fire as well as the Anniversary of the opening of the Main Library noting they used to joke it was "San Francisco Disaster Day". This person then discussed distinctions between the public responsibilities of Commissioners and other responsibilities citing the Fuhrman Fund as an example. This person commented that partnerships or beneficial relationships should be discussed openly and conflicts exposed, suggesting that the Commissioners would want people to say that the Library was run to benefit the public and that the Library Commission took that responsibility seriously. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week 365 days each year. Mr. Peter Warfield thanked the Commissioners for their thoughtful comments and questions.

AGENDA ITEM #7 ADJOURNMENT

MOTION: Commissioner Steiman, seconded by Commissioner Bautista that the meeting be adjourned in memoriam of the late Seymour Lubetzki, a famed former librarian at the Library of Congress and Professor at UCLA who pioneered modern Library catalog theory, and who had passed away at age 104 on April 5th.

ACTION: AYE 6-0 (Bautista, Coulter, Higueras, Steiman, Streets, and Strobin)

The meeting was adjourned at 7:26PM.

Michael Housh, Commission Secretary 5/22/03

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Minutes of the regular Commission Meeting of April 17, 2003

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, April 17, 2003

Item 1:
Approval of the Minutes: March 20, 2003

"Neither these minutes nor the minutes of March 4, are available on line.

Yet the minutes of February 20, that were discussed were available on line. It was very clear that under the approval of those minutes that Susan Hildreth was clarifying what she meant and that the minutes reflected what she said. Yet the minutes of February 20 were changed to reflect what she meant, not what she said. I wonder if this is a courtesy that will be extended to the rest of us.

Many of items are not completely terrible, but one thing that is completely terrible is the Excelsior design review. The reference of the anonymous citizen to Mr. Warfield is restated as if Mr. Warfield were speaking.

The comment was about the evisceration of advocacy for books and Peter Warfield's comments were used as an example of that."

Minutes of the regular Commission Meeting of April 17, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, April 17, 2003

Item 2:
Bond Program Budget Review

"I am glad to hear that you are anxious about this, as am I.

We are told that there are two scenarios, both of which include approval of at least one project from Prop. 14. Our City Librarian introduces this with the phrase, 'we also think it is feasible to anticipate.' This is a very curious phrase.

The City Librarian proceeds as if she has said, 'realistic to assume.' She doesn't know that and there are a number of unknowns that we cannot take for granted at all.

The relocation money is considered a sort of 'slush fund' and provision for relocations are at risk under what is regarded here as a worst-case scenario, but is not.

This reminds us of Glen Park where the library floated a commercial project for a developer and then gave them city property that the library could have used in the first place."

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, April 17, 2003

Item 3:

Visitacion Valley Purchase & Sale Agreement

"I was gratified to hear such a broad representation from the community.

Little Hollywood is on the left side of Bayshore opposite Leland Avenue. Visitacion Valley is an isolated community because of the hills, with a strong community spirit and, they will admit, some economic problems.

I would have preferred to hear public comment about the controversial aspects. The first is, What kind of partners we are looking for or would accept? Second, What is our Prop. 14 strategy? What the community here has not been told is that there are all kinds of ways that we can maximize our application through a partnership with the school district. That may serve the community or it may not.

I would like some assurance that the community will have an opportunity to comment on our Prop. 14 strategy."

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, April 17, 2003

Item 4:
Relocation Strategy Review

"I very much appreciated the candor and genuineness of the discussions here tonight.

This reminds me of when I was of little league age. I played first base and my job was to catch the ball and keep my foot on the bag. The coach was going to criticize if you failed at either.

This is situation where a relocation strategy is quite crucial to those neighborhoods. I hope this gives you serious pause; when you went around advocating for this bond issue, you promised people that there was not going to be serious disruption in their service. It was an official part of the plans and it was advocated by you at almost every juncture.

Now we find ourselves in circumstances where pressure is starting to build up.

Even moving costs are dropping by 80% and I suspect that what is being contemplated is using operating funds."

Minutes of the regular Commission Meeting of April 17, 2003

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 17, 2003

Item 5:
Bond Program Manager's Report

"The detailed schedules are updated and dated today, and I appreciate it.

The explanatory documents are getting problematic. They are all 'budget review schedule memo oversight reports.' Which one goes with which gets a little confusing.

I was very interested to hear commissioners describe the Prop. 14 status as both very political and a beauty contest. The question is, what kind of beauty contest is it?

As a number of you can testify, anyone who gives away money has two words that they want to hear constantly and consistently: 1) Impact, and 2) Leverage.

Where does San Francisco place on those two criteria? We already have $106 million in place. We are competing against jurisdictions where the state can hope to leverage new money where none exists now.

It seems unlikely that the state is going to ignore jurisdictions that are both poorer and where new money might be leveraged."

Minutes of the regular Commission Meeting of April 17, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, April 17, 2003

Item 6:
Public Comment

"Tomorrow is the anniversary of the 1906 earthquake and the anniversary of the opening of this building. I use to joke that it should be renamed San Francisco Disaster Day.

I want to discuss the idea that you have public responsibilities that are distinct from other kinds of responsibilities. I know that I said I would not talk about the Fuhrman Fund again, but it is a perfect example.

Do you want people to be able to say to those who might emulate Alfred Fuhrman, that you can't give money to a public institution? Rather, you have to give it to something like the Friends and Foundation, because they will respect it whereas the public institution will change your bequest and neglect the purpose.

You want people to say that this institution is run for the public benefit and that the Library Commission takes its public responsibility seriously."

Library Commission

April 17, 2003

1. Approval of 3/20/03 Minutes

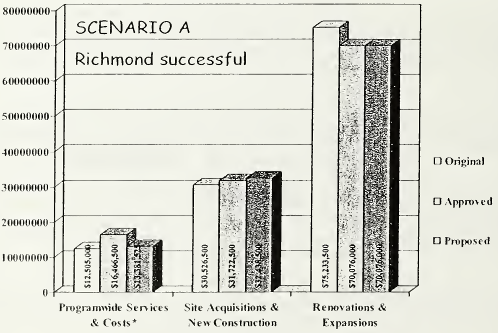
Explanatory document available:

Draft Minutes

2. Bond Program Budget Review

Explanatory document available:

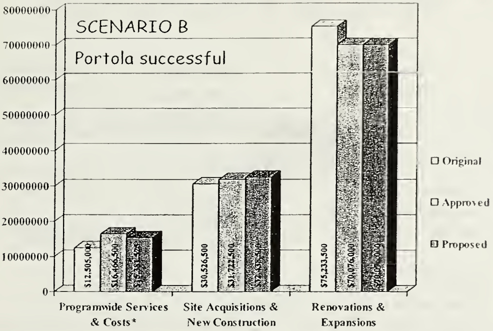
Memo



* Includes Reserve for un-funded Prop 14

Does not include FF&E

+ $2,602,872



* Includes Reserve for un-funded Prop 14

Does not include FF&E

+ $368,975

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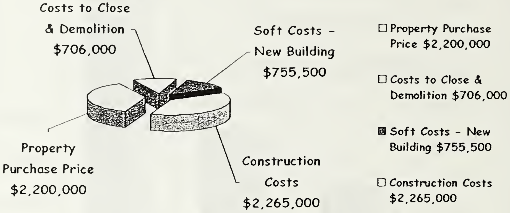
3. Visitacion Valley Purchase & Sale Agreement

Explanatory document available:

Summary of Purchase & Sale documents

Visitacion Valley Purchase



Purchase price is per Letter of Intent.

Construction Costs budgeted are for new construction. Furniture & moveable equipment is not included.

Soft costs include all professional services & permit fees associated with the new construction project.

Closing costs include City Attorney, Title Insurance, Alta survey, environmental study, appraisal, CEQA and General Plan Referral. Demolition costs include hazardous materials abatement, demolition of building and paving, utility connection fees.

Moving costs & Real Estate Department are provided for elsewhere.

Visitacion Valley Purchase

	Original Budget	Proposed
Property Costs	$1,350,000	$2,200,000
Closing & Demo Costs	840,000	706,000
Soft Costs	755,500	755,500
Construction Costs	2,265,000	2,265,000
PROJECT COST	$5,210,500	$5,926,500
DIFFERENCE		($716,000)
PROPERTY SIZE	8,000 SF	16,637 SF

4. Relocation Strategy Review

Explanatory document available:

Memo

Use of funds	Proposed 12/02	Proposed 4/03
Moving – new branches	$250,000	$50,000
	5 branches @ $ 50,000	5 branches @ $10,000
Moving – existing branches	$550,000	$380,000
	11 branches @ $50,000	19 branches @ $20,000
Interim facilities	$2,500,000	$500,00
	8 sites @ $312,5000	1 site @ $500,000
Bookmobiles	$800,000	$300,000
	2 @ $400,000	2 @ $150,000
Support Service Center	Included in interim facilities	$250,000
Technology/telephones		
Portables	$200,000	N/A
	2 @ $100,000	
Total	**$4,300,000**	$1,480,000

5. Bond Program Manager's Report

Informational Presentation

There is no informational presentation this month.

Regular Reports

Budget Report
Schedule Report
Active Projects Reports
Community Outreach Update

Budget Report

Explanatory document available:
Current Budget Report
dated 4/17/03

Budget Report

- Recap:

  10-10-01 Baseline Budget established

  12-20-01 Glen Park increased $88,000 for site acquisition

  01-17-02 Increased Reserve for Prop 14 (reduced all projects 5%)

  05-16-02 Funded Art Enrichment Fund (6 projects, $302,000)

  06-20-02 Mission Bay increased $653,000 for site acquisition

  12-20-02 Ingleside increased $455,000 for site acquisition

  TODAY- Reflects F&F Budget presented 2/20/03

Schedule Report

Explanatory documents available:

New Construction / Phases 1-5 Detailed Schedules

Summary Schedule

dated 4/17/03

Schedule Report

- Recap:
  - 10-10-01 Baseline Schedule established
  - 12-20-01 Revised Glen Park to match Developer's schedule
  - 01-17-02 Issued detailed schedules for Phases 1-2
  - 02-21-02 Revised to reflect Prop 14 strategy
    - Revised Mission Bay to match Developer's schedule
  - 03-21-02 Issued detailed schedules for all Phases
  - 04-18-02 Revised to reflect Prop 14 strategy
  - 06-20-02 Adjusted projects for geographic distribution
  - TODAY- Revised to reflect latest Prop 14 strategy
    - Revised Mission Bay to match Developer's schedule
    - Revised Glen Park to match Developer's schedule
    - Showing Move In period for each project

Schedule Report

- Revisions:

Prop 14 Strategy presented 1/17/03-

VVA Delay to 3rd Cycle, Don't wait for Determination
Delay 3 months

POR Delay to 3rd Cycle, Don't wait for Determination
Delay 3 months

ING Don't wait for Determination
Move up 5 months

NBE Do not apply for Grant
Move up 5 months (same as original Bond Program)

BAY Delay to next State Bond & POR opening
Delay 11-20 months (from original Bond Program)

Schedule Report

- Revisions (cont'd):

  Update Developers' Schedules:

  GPA Regulatory Agency Approvals
  Delay 9 months
  MBA Redesign & Re-bid
  Delay 10 months

  General:

  ALL Revise 3rd Bond Sale Date
  ALL Add Move In Periods

Active Projects Reports
New Construction

- Glen Park
  - Purchase & Sale Agreement
  - Regulatory Agency Approvals
  - Plan & Spec
  - Schedule
- Mission Bay
  - Redesign
  - Schedule

Active Projects Reports
New Construction

- Ingleside
    - Purchase & Sale Agreement
    - CEQA
    - Prop 14 Application
    - Competition Results
    - Contract Negotiations
    - Westwood Park CC&Rs
- Portola
    - Purchase & Sale Agreement
    - Prop 14 Application
    - Subdivision
    - Competition Results
    - Contract Negotiations

Active Projects Reports
New Construction

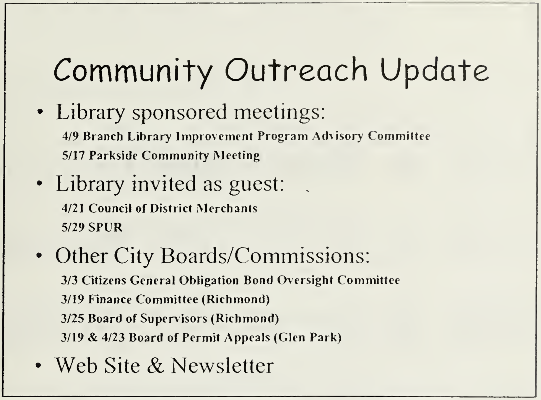
- Visitacion Valley
    - Purchase & Sale Agreement
    - Prop 14 Application
    - RFQ
    - CEQA

Active Projects Reports
Renovations

- Richmond
  - Prop 14 Application
  - Public Art
- Excelsior
  - Response to Design Review
  - Schedule
- Noe Valley
  - Design Intensive
  - Contract Negotiations

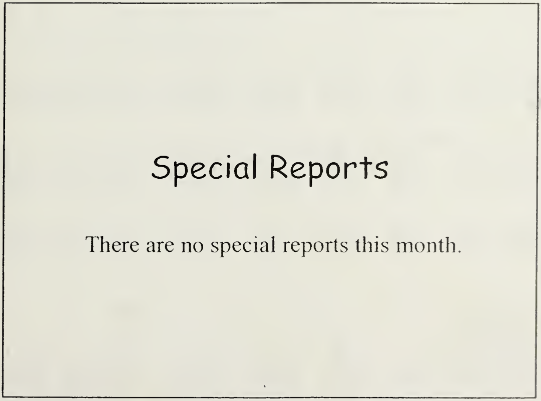
Active Projects Reports
Renovations

- Marina
  - Contract Negotiations
- Parkside
  - Contract Negotiations
  - Conceptual studies
- North Beach
  - Architect chosen
- Other Issues:
  - RFQ's for Professional Services
  - Quarterly Report
  - Design Excellence Program Update



Community Outreach Update

- Library sponsored meetings:
  - 4/9 Branch Library Improvement Program Advisory Committee
  - 5/17 Parkside Community Meeting
- Library invited as guest:
  - 4/21 Council of District Merchants
  - 5/29 SPUR
- Other City Boards/Commissions:
  - 3/3 Citizens General Obligation Bond Oversight Committee
  - 3/19 Finance Committee (Richmond)
  - 3/25 Board of Supervisors (Richmond)
  - 3/19 & 4/23 Board of Permit Appeals (Glen Park)
- Web Site & Newsletter



Special Reports

There are no special reports this month.

6. Public Comment

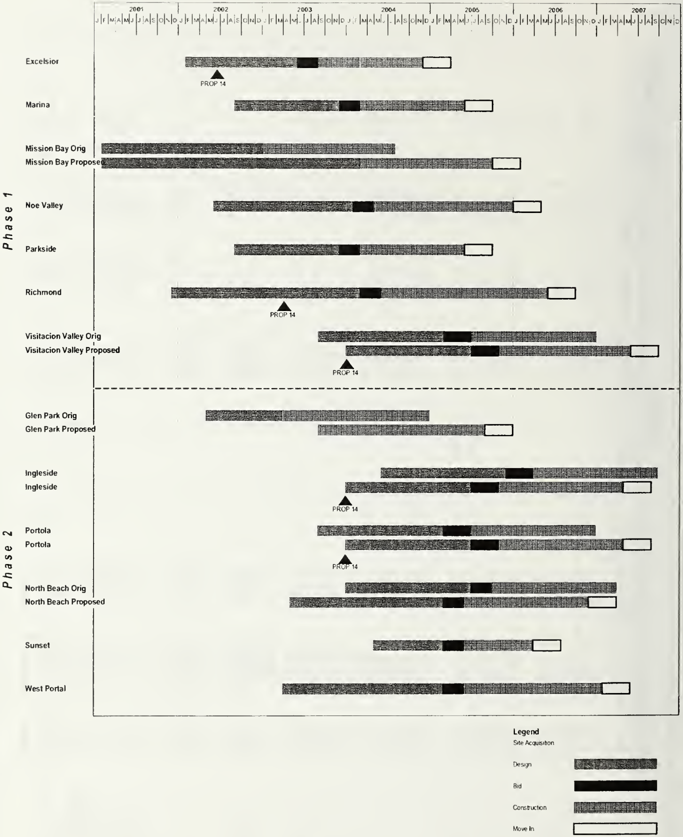
7. Adjournment

CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
April 17, 2003

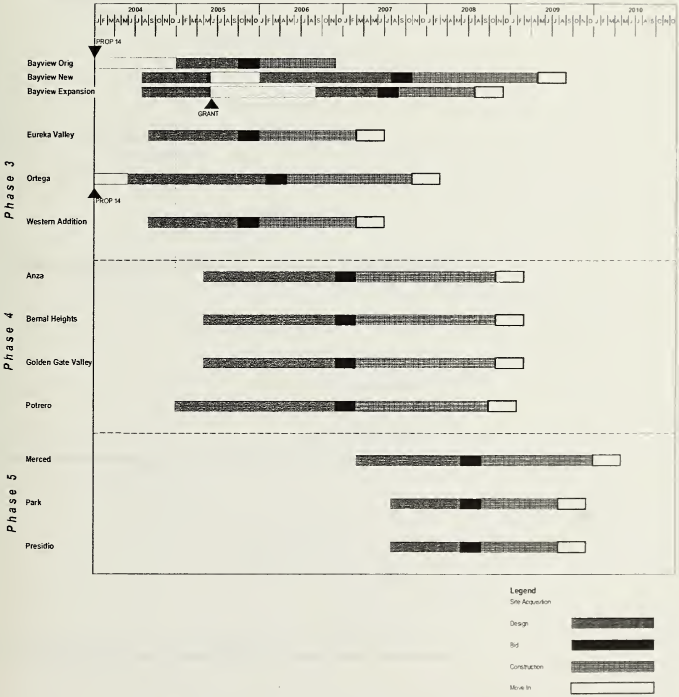
	JOB #	Branch	BUDGET		REVENUE						EXPENDITURES/ENCUMBRANCES	
			Baseline Budget (10/01)	Approved Budget (2/03)	City Prop. A Bonds	State Prop. 14	Other Sources	Total All Sources	Appropriated	Total Available	Actual 31-Mar-03	New This Month
											B	
Phase 0 Projects												
GP	7514A	Glen Park	1,770,000	3,428,000	3,428,000	(4)		3,428,000	3,428,000	3,428,000	21,569	0
IN	7516A	Ingleside [1]	1,770,000	2,225,000	1,025,000	1,200,000 (4)		2,225,000	2,225,000	2,225,000	82,722	2,231
PL	7519A	Portola [1]	1,770,000	1,770,000	1,070,000	700,000 (4)		1,770,000	1,770,000	1,770,000	14,502	0
VV	7521A	Visitacion Valley [1]	2,090,000	2,090,000	2,090,000	(4)		2,090,000	731,500	731,500		0
SC	7523A	Support Services	9,080,000	8,626,000	8,626,000			8,626,000	8,626,000	8,626,000	8,523,064	3,345
		SUBTOTAL	*16,480,000*	*18,139,000*	*16,239,000*	*1,900,000*	*0*	*18,139,000*	*16,780,500*	*16,780,500*	*8,641,857*	*5,576*
Phase 1 Projects												
EX	7525A	Excelsior	3,820,000	3,629,000	3,829,000	(4)		3,629,000	1,400,825	1,400,825	509,154	26,154
MA	7510A	Marina	4,110,000	3,904,500	3,904,500			3,904,500	3,904,500	3,904,500	33,387	0
MB	7518A	Mission Bay	3,350,000	3,957,000	3,957,000			3,957,000	3,957,000	3,957,000	50,416	0
NV	7511A	Noe Valley	4,410,000	4,189,500	4,189,500			4,189,500	1,047,375	1,047,375	40,780	7,854
PS	7512A	Parkside	2,880,000	2,736,000	2,736,000			2,736,000	2,736,000	2,736,000	43,950	0
RI	7513A	Richmond	7,630,000	7,141,500	41,500	4,700,000 (4)	2,400,000 (2)	7,141,500	2,441,500	2,441,500	436,905	39,991
VV	7522A	Visitacion Valley	3,230,000	3,020,500	3,020,500	(4)		3,020,500	620,000	620,000	28,000	0
		SUBTOTAL	*29,430,000*	*28,578,000*	*21,478,000*	*4,700,000*	*2,400,000*	*28,578,000*	*16,107,200*	*16,107,200*	*1,145,592*	*73,999*
Phase 2 Projects												
GP	7515A	Glen Park	2,800,000	1,253,000	1,253,000			1,253,000	1,253,000	1,253,000	37,815	0
IN	7517A	Ingleside	2,800,000	2,618,000	918,000	1,700,000 (4)		2,618,000	665,000	665,000	35,015	474
PL	7520A	Portola	2,800,000	2,618,000	918,000	1,700,000 (4)		2,618,000	665,000	665,000	51,618	0
NB	7526A	North Beech	3,460,000	3,287,000	3,287,000			3,287,000	821,750	821,750		0
SS	7527A	Sunset	1,490,000	1,415,500	1,415,500			1,415,500	1,415,500	1,415,500	10,234	0
WP	7528A	West Portal	4,110,000	3,904,500	3,904,500			3,904,500	976,125	976,125	17,983	0
		SUBTOTAL	*17,460,000*	*15,096,000*	*11,696,000*	*3,400,000*	-	*15,096,000*	*5,796,375*	*5,796,375*	*152,665*	*474*
Phase 3 Projects												
BV	7529A	Bayview	3,820,000	3,629,000	3,629,000			3,629,000		0	16,533	0
EV	7530A	Eureka Valley	4,580,000	4,351,000	4,351,000			4,351,000		0	18,202	0
OR	7531A	Ortega	3,560,000	3,382,000	3,382,000	(4)		3,382,000	70,000	70,000		0
WA	7532A	Western Addition	3,430,000	3,258,500	3,258,500			3,258,500		0	22,672	0
		SUBTOTAL	*15,390,000*	*14,620,500*	*14,620,500*	*0*	*0*	*14,620,500*	*70,000*	*70,000*	*57,407*	*0*
Phase 4 Projects												
AZ	7533A	Anza	4,740,000	4,503,000	4,503,000			4,503,000		0		0
BE	7534A	Bernal Heights	5,350,000	5,082,500	5,082,500			5,082,500		0		0
GG	7435A	Golden Gate Valley	5,340,000	5,073,000	5,073,000			5,073,000	50,000	50,000		0
PT	7536A	Potrero	4,230,000	4,018,500	4,018,500			4,018,500		0		0
		SUBTOTAL	*19,660,000*	*18,677,000*	*18,677,000*	*0*	*0*	*18,677,000*	*50,000*	*50,000*	*0*	*0*
Phase 5 Projects												
ME	7537A	Merced	4,200,000	3,990,000	3,990,000			3,990,000		0		0
PK	7538A	Park	1,310,000	1,244,500	1,244,500			1,244,500		0		0
PD	7539A	Presidio	1,530,000	1,453,500	1,453,500			1,453,500	15,000	15,000		0
		SUBTOTAL	*7,040,000*	*6,688,000*	*6,688,000*	*0*	*0*	*6,688,000*	*15,000*	*15,000*	*0*	*0*
Program-Wide Services & Costs												
LM	7501A	Library Program Costs	800,000	800,000	800,000			800,000	600,000	600,000	37,432	26,735
CS	7500A	Program Consultants	750,000	750,000	750,000			750,000	562,500	562,500	91,892	925
PM	7509A	City Program Management	3,600,000	3,600,000	3,600,000			3,600,000	1,013,822	1,013,822	432,501	44,600
RE	7502A	Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000	120,000	0
AR	7503A	Art Enrichment Program	0	302,000	302,000			302,000	302,000	302,000	23,800	[illegible]
RM		Relocation & Moving Reserve	4,360,000	4,320,000	4,320,000			4,320,000	1,080,000	1,080,000		
FE		Furniture & Equipment Reser	15,000,000	16,000,000	0		16,000,000 (3)	16,000,000		0		0
FC		Bond Financing Costs	1,500,000	1,500,000	1,500,000			1,500,000	338,622	338,622	215,235	0
SF		Program Reserve	1,675,000	5,074,500	5,074,500	0		5,074,500	818,981	818,981		0
		SUBTOTAL	*27,805,000*	*32,466,500*	*16,466,500*	*0*	*16,000,000*	*32,466,500*	*4,835,925*	*4,835,925*	[illegible]	[illegible]
TOTAL			133,265,000	134,265,000	105,865,000	10,000,000	18,400,000	134,265,000	43,655,000	43,655,000	11,018,384	155,490

(1) Direct Cost of Land estimated by DRE as follows: Ingleside $1,125,000; Portola $1,125,000; Visitation Valley $1,350,000.
(Remainder represents estimated costs for relocation benefits, appraisal fees, real estate staff time, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition, remedial sitework)
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.
(4) Prop. 14 applications may be submitted for these projects

Branch Library Program Summary Schedules

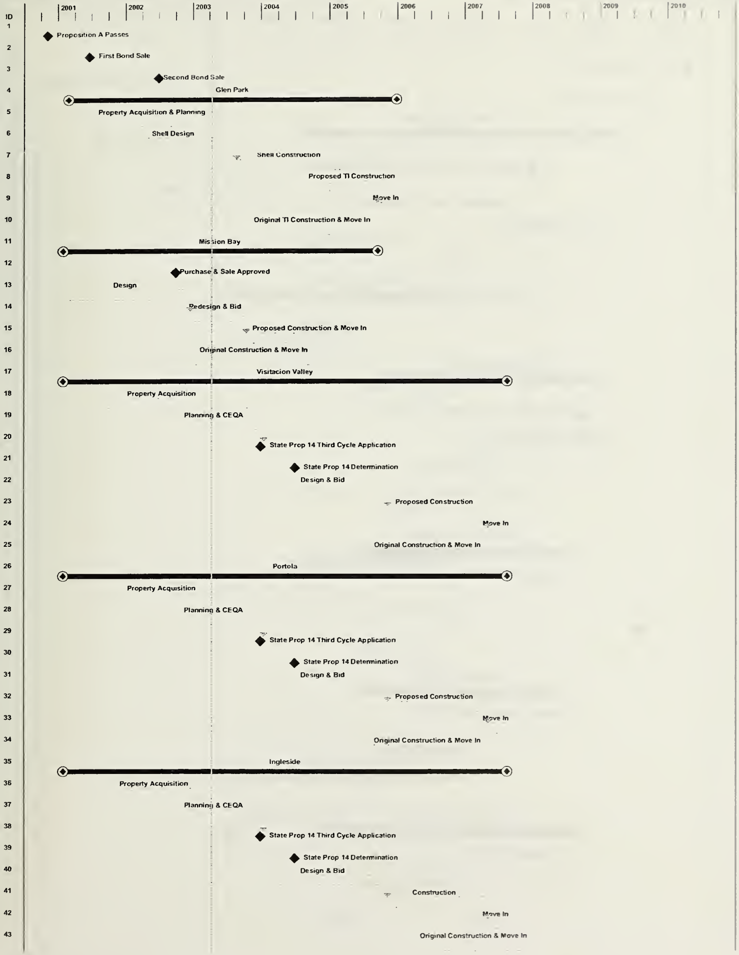


Branch Library Program Summary Schedules



RANCH LIBRARY IMPROVEMENT PROGRAM 04-17-03

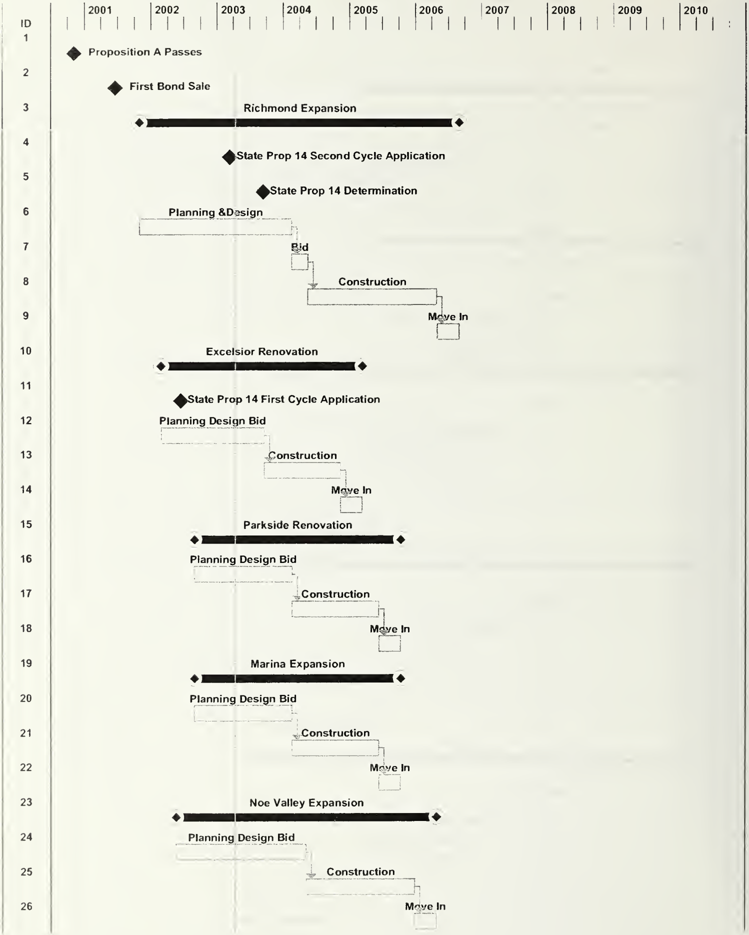
ew Construction



BRANCH LIBRARY IMPROVEMENT PROGRAM

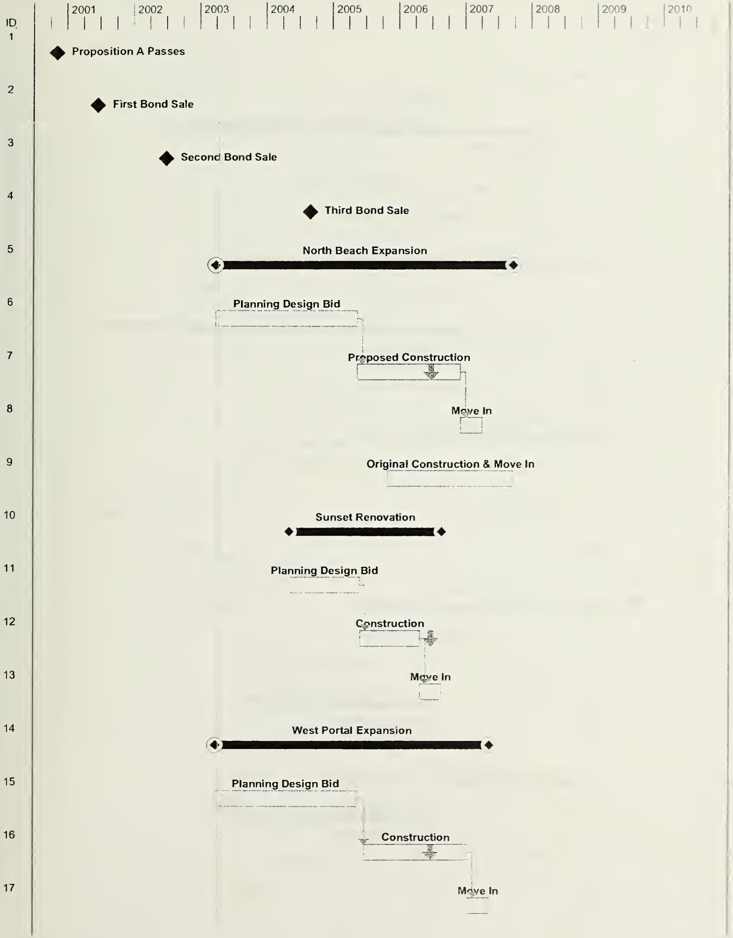
Phase 1 Renovations & Expansions

04-17-03



RANCH LIBRARY IMPROVEMENT PROGRAM
hase 2 Renovations & Expansions

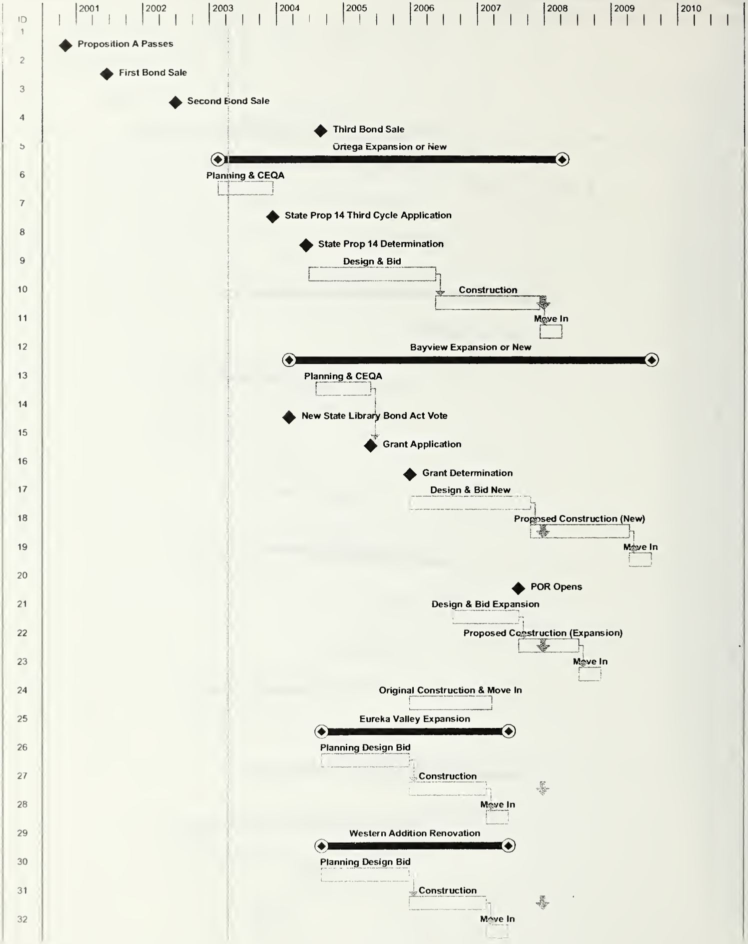
04-17-03



BRANCH LIBRARY IMPROVEMENT PROGRAM

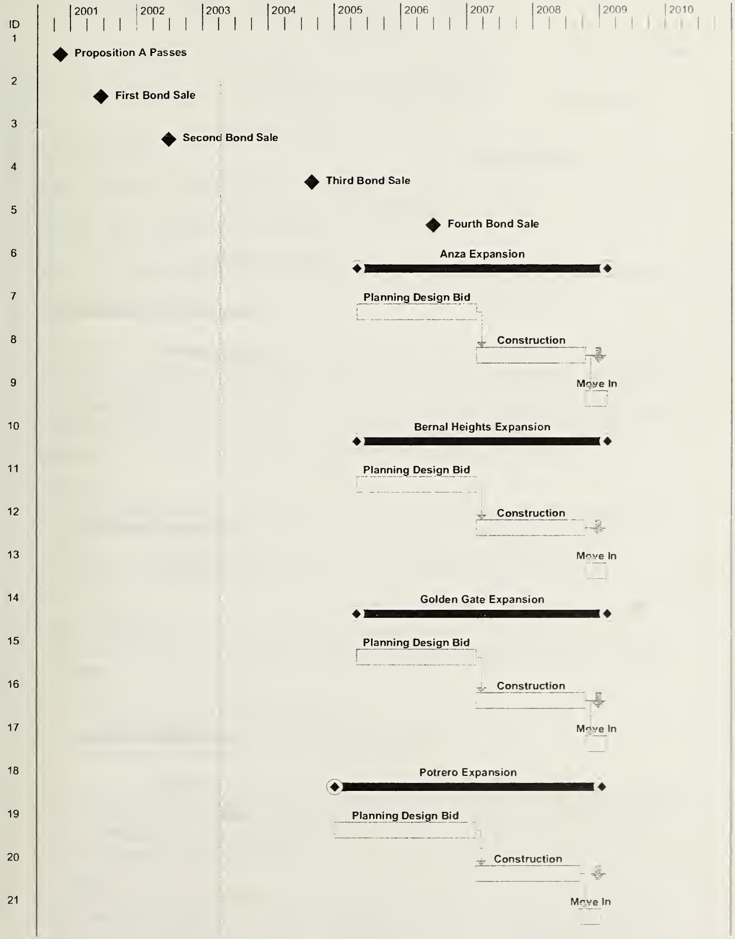
04-17-03

Phase 3 Renovations & Expansions



RANCH LIBRARY IMPROVEMENT PROGRAM
hase 4 Renovations & Expansions

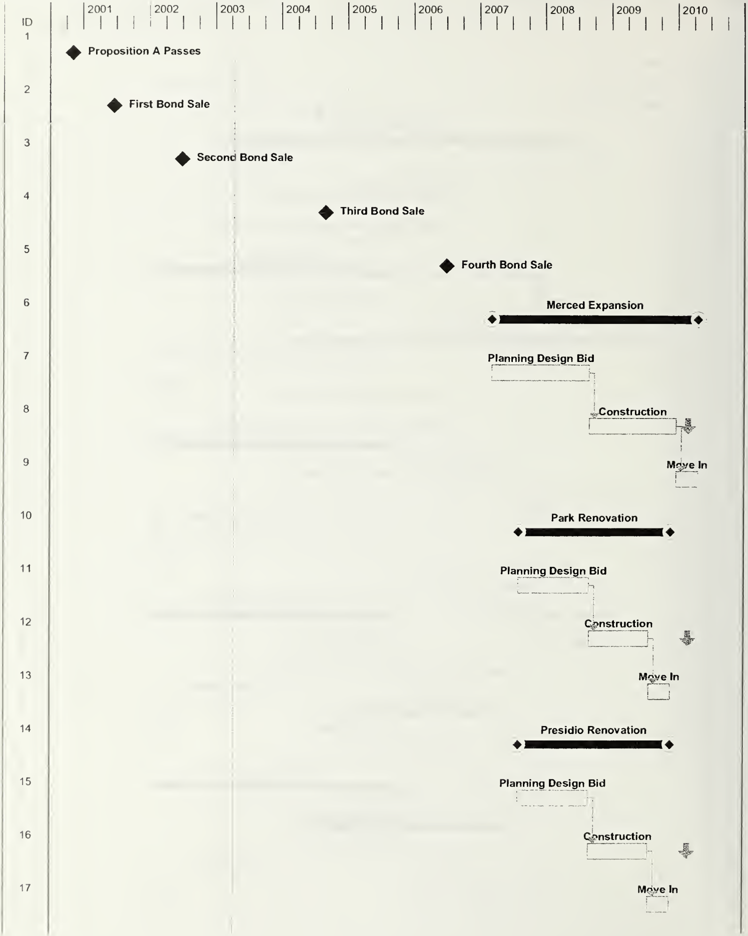
04-17-03



BRANCH LIBRARY IMPROVEMENT PROGRAM

Phase 5 Renovations & Expansions

04-17-03



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian

Re: Recommendation regarding Site Purchase for Visitacion Valley Branch Library

Date: April 15, 2003

We are recommending that you approve the purchase of 201 Leland Avenue as the site for the new Visitacion Valley Branch Library. With your recommendation, the purchase and sale agreement will be forwarded to the Board of Supervisors for their approval. Included in this item is the explanatory memo, two charts describing key elements of the purchase and the project, a summary of the terms of the purchase and a proposed Commission resolution for the Board of Supervisors regarding the purchase. .

Background

The Library is planning a 7,200 square foot branch for Visitacion Valley, which would require a site of at least 8,000 square feet. The community has been served by very inadequate leased facilities for many years; and growth is anticipated in this neighborhood as the 3rd St. light rail is extended and the Schlage Lock plant area is redeveloped.

City Real Estate and the Library identified eight preliminary sites which were presented to the community at a meeting in April 2001. Community consensus of sites that should be seriously considered were:

- Laundry at 75-83 Leland Avenue
- Auto repair at 2500-2510 Bayshore Boulevard
- Super Fair Market at 201-231 Leland Avenue

Community members strongly favored the Super Fair Market site, did not prefer a site on either side of Bayshore Boulevard and wanted the branch to be located somewhere on Leland Avenue. The Super Fair Market site, at 16,637 square feet, is a larger site than was anticipated in the bond program.

These three sites were presented to the Library Commission for consideration in June 2001; and staff was directed to obtain information on all sites. The City has researched all these sites as well as others that came to the Library's attention during the site search period. In March 2002, the Library participated in a community planning charrette for Visitacion Valley focused on reutilization of the Schlage Lock plant. The Library's potential location on Leland Avenue at the Super Fair Market site was discussed in those meetings and strongly supported by the community. Incorporation of the branch library into the redevelopment of the Schlage Lock area was not seen as a viable alternative due to the extended time period anticipated to complete the required City planning activities and the proposed improvements.

Knowing that the Super Fair Market site is larger and more costly than was planned in the bond program, the Library has been searching for partners for this project. Discussions have been held with City College and the Mayor's Office of Housing as well as other non-profit housing organizations. Although a partner has not yet been identified, the Library remains open to partnerships for this site and will continue to try to identify partners. Because the Visitacion Valley Branch Library should be a very competitive project for Proposition 14 funding and is planned for submittal in January 2004 (Cycle 3), it is necessary to go forward with the site acquisition at this time.

Site purchase/project costs
Please see the attached cost breakdown for this project. The Library had programmed $1,350,000 for site costs based on an 8,000 square foot site at about $168 per square foot. The proposed site is 16,637 square feet with a purchase price of $2,200,000, at about $132 per square foot. Closing and demolition costs are being reduced by $134,000 and soft costs and constructions costs are being held at the estimated level of $3,020,500. Estimated total project costs are $5,960,500, $716,000 over the initial estimated cost. The bond program has the funds available to make the purchase, but, as discussed in the bond program budget review, this site purchase will impact the program and would require a reconsideration of the strategy for use of relocation and moving funds.

The site could be subdivided and square footage not needed for the branch library could be sold. Proceeds from the sale would be credited toward the bond program. Subdivision is not being recommended at this time for several reasons:

- Proposition 14 applications are more competitive if they can show room for growth identified on the proposed library site.
- The branch, currently planned at 7,200 square foot, may need to be expanded in the future; and selling additional land would limit that possibility.
- The subdivision strategy could be revisited in the future, particularly if Proposition 14 funding is not received for this project.

Recommendation
In order to begin to prepare the Proposition 14 application for the Visitacion Valley Branch Library, a community meeting was held in October 2002. A site update was given at the meeting, and the community is still firmly in support of the Super Fair Market Site.

Staff feels that it is in the best interest of the future of library service in Visitacion Valley to make the investment in this site. It may impact the bond program, but this impact will not be clearly known until all Proposition 14 application decisions are made. The impact could be mitigated by reconsidering the strategy for interim services and/or the availability of additional bond funds, if a proposed state library construction bond measure is passed. This decision could be interpreted as setting a priority for new facilities. Staff believes that it was the intent of the Mayor and Commission to make sure that neighborhoods served by inadequate, leased facilities for many years would be served by new, adequate, City-owned facilities as a result of the bond program.

Attachments

Summary of Terms
201 Leland Avenue
(Visitacion Valley Branch Library)

1. Seller: SAN JEEV KHARBANDA, a single man, and SUNIL KUMAR KHARBANDA, a single man, and PARVESH C. KHARBANDA and SUMITRA KHARBANDA, husband and wife, collectively referred to as Seller.

2. Property: Approximately 16,637 square feet of land (approximately 158.55 ft. x 106.40 ft., slightly irregular) located at 201 Leland Avenue (Assessor's Block 6252, Lot 36). The property is located at the Southwest corner of Leland and Rutland (approximately one block east of the Visitacion Valley Playground and Elementary School). An existing one-story metal building occupies a portion of the land and is currently being used as the Super Fair Market.

3. Purchase Price: Two Million Two Hundred Thousand Dollars ($2,200,000) (with a $200,000 holdback as provided below). The purchase price equates to approximately $132 per square foot.

4. Due Diligence Period. The City has sixty (60) days following the date of Board of Supervisor approval to investigate all matters pertaining to the property (including environmental maters) and to perform all standard real estate due diligence. The City has the ability to not close the transaction if it discovers a problem with the property during this due diligence period.

5. As Is. City, at close, accepts the improvements in their "as is" condition. (City intends to demolish the improvements.)

6. Title: Seller will deliver marketable fee title to the land and the improvements at the close of escrow. The City's obligation to purchase is conditional upon receipt of title insurance from Chicago Title Company in a form approved by the City.

7. Closing. The Closing will occur on the date that is ninety (90) days after the effective date of a resolution of the Board of Supervisors approving the purchase agreement, or on such earlier date as the City and Seller may mutually agree.

8. Closing Costs. The City shall pay the premium for its title insurance, and one-half of the escrow and recording fees. The City shall also receive a credit in the amount of transfer taxes that would ordinarily be assessed against the Seller but which are not in this case because City is the buyer. The Seller pays one-half of the escrow and recording fees. Other costs and charges, if any, are allocated in accordance with the closing customs for San Francisco County, as determined by the Title Company.

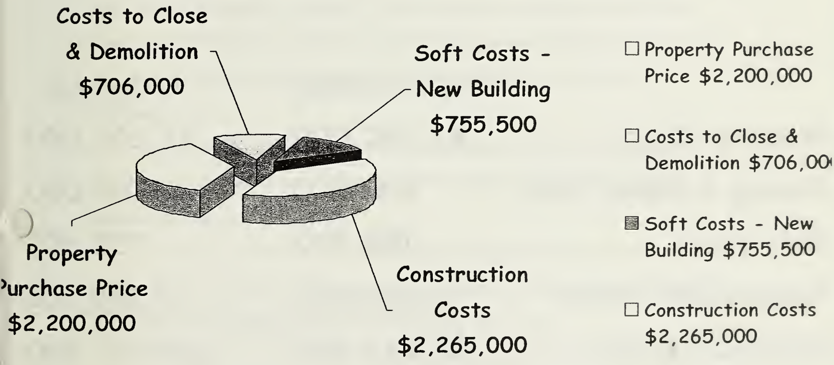
10. Real Estate Taxes. Real estate taxes are prorated as of the closing date, with the Seller paying the pre-closing taxes.

11. Indemnity. The Seller makes a number of representations and warranties as to the known condition of the land.

12. Seller Leaseback. Seller has the right to leaseback the property on a triple net "month to month" basis for a period not to exceed 180 days on the following rent schedule: $1,000 per month for the first 90 days, $5,000 per month for the next 30 days, $10,000 per month for the next 30 days, $16,500 per month for the last 30 days.

13. Purchase Price Holdback. City shall hold back $200,000 of the purchase price as a security deposit to insure Seller performance of Seller's obligations under the lease. In the event Seller has not vacated the property within the 180 day period, in addition to the $16,500 per month rent, City shall reduce the $200,000 holdback by $100 per day for the first 15 days, $200 per day for the next 30 days, $400 per day for the next 30 days, and $800 per day thereafter.

Visitacion Valley Purchase



rchase price is per Letter of Intent.

onstruction Costs budgeted are for new construction. Furniture & moveable equipment is not included.

oft costs include all professional services & permit fees associated with the new construction project.

osing costs include City Attorney, Title Insurance, Alta survey, environmental study, appraisal, CEQA and Gener an Referral. Demolition costs include hazardous materials abatement, demolition of building and paving, utility nnection fees.

oving costs & Real Estate Department are provided for elsewhere.

Visitacion Valley Purchase

	Original Budget	Proposed
Property Costs	$1,350,000	$2,200,000
Closing & Demo Costs	840,000	706,000
Soft Costs	755,500	755,500
Construction Costs	2,265,000	2,265,000
PROJECT COST	$5,210,500	$5,926,500
DIFFERENCE		($716,000)
PROPERTY SIZE	8,000 SF	16,637 SF

SAN FRANCISCO LIBRARY COMMISSION

RESOLUTION NO. ____________________

RESOLUTION ENDORSING ACQUISITION OF REAL PROPERTY LOCATED AT 201 - 231 LELAND AVENUE FOR THE VISITACION VALLEY BRANCH LIBRARY AND URGING BOARD OF SUPERVISORS TO APPROVE PURCHASE AND SALE AGREEMENT

WHEREAS, On November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" for general obligation bonds in the amount of $105,865,000 for the acquisition, renovation and construction of branch libraries and other library facilities; and

WHEREAS, One priority of the Branch Library Facilities Improvement Bonds is to relocate the four branch libraries located in rented facilities into facilities owned by the City; and

WHEREAS, The Visitacion Valley Branch Library presently is housed in a facility rented by the City at 45 Leland Avenue that is inadequate to meet the long term needs of the neighborhood it is intended to serve; and

WHEREAS, At a Meeting of the San Francisco Public Library Commission ("Library Commission") held June 28, 2001, the Library Commission authorized the City Librarian and the Department of Real Estate to investigate, with the intent to purchase as a library site, three sites, including the "Super Fair Market " (the "Property"), which is an approximately 16,637 square foot parcel of land, with improvements thereon, located at 201-231 Leland Avenue; and

WHEREAS, The Department of Real Estate, on behalf of the Library Commission and the City, has negotiated the form of an agreement to purchase the Property (the "Purchase Agreement") for Two Million Two Hundred Thousand

Dollars ($2,200,000), subject to the conditions described in the Purchase Agreement, a copy of which is on file with the Library Commission; and

WHEREAS, The Purchase Agreement is subject to the prior approval of the Board of Supervisors, and all planning and environmental review pursuant to the San Francisco General Plan, Section 101.1 of the Planning Code, and the California Environmental Quality Act (CEQA) required for the City to purchase the Property shall be completed prior to submission of the Purchase Agreement to the Board of Supervisors for approval; now, therefore, be it

RESOLVED, That the Library Commission endorses the purchase of the Property on the terms and conditions set forth in the Purchase Agreement and, subject to completion of all required environmental review and governmental approvals pursuant to the San Francisco General Plan, Section 101.1 of the Planning Code, and the California Environmental Quality Act (CEQA), urges the City's Board of Supervisors and Mayor to approve the Purchase Agreement; and be it

FURTHER RESOLVED, That the Library Commission authorizes the City Librarian and the Director of Property to enter into any additions, amendments or other modifications to the Purchase Agreement that they determine are in the best interests of the City, do not materially decrease the benefits to the City, and do not materially increase the obligations or liabilities of the City, such determination to be conclusively evidenced by the execution and delivery of any such additions, amendments, or other modifications; and be it

FURTHER RESOLVED, That, should the Board of Supervisors approve the Agreement, the Library Commission authorizes the City Librarian and the Director of Property to take all steps necessary to execute, deliver and perform all of the City's obligations under the Purchase Agreement in accordance with its terms, and to acquire the Property; and be it

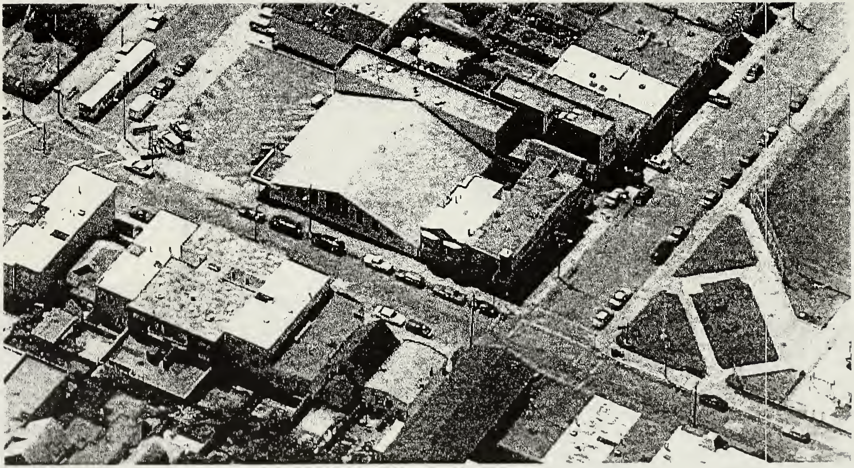
FURTHER RESOLVED, That, should the Board of Supervisors approve the Purchase Agreement, the Library Commission authorizes the City Librarian and the Director of Property to take all steps that are necessary or advisable to complete the transaction contemplated in the Purchase Agreement, to effectuate the purpose and intent of this Resolution, and that do not materially increase the obligations or liabilities of the City.

FURTHER RESOLVED, That all actions previously taken by any City and County of San Francisco official in connection with the Purchase Agreement are hereby ratified, approved and confirmed by the Library Commission.

Approved on _____________.

____
Commission Secretary

201 Leland Ave.



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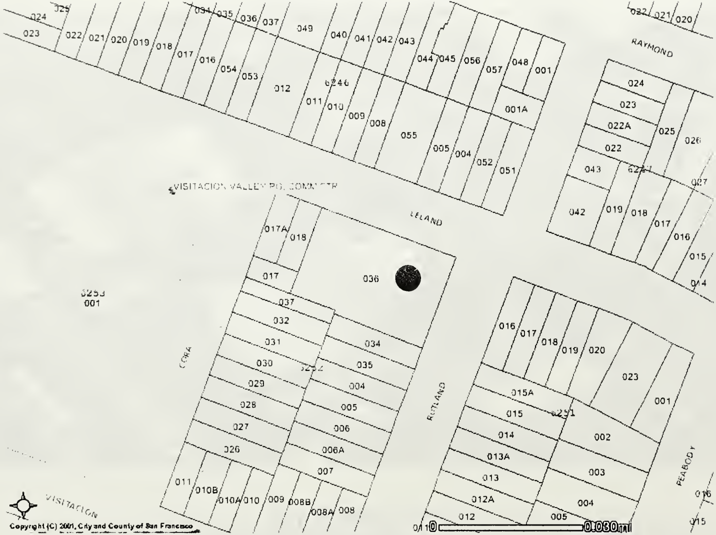
201 Leland Ave.
Block 6252, Lot 36



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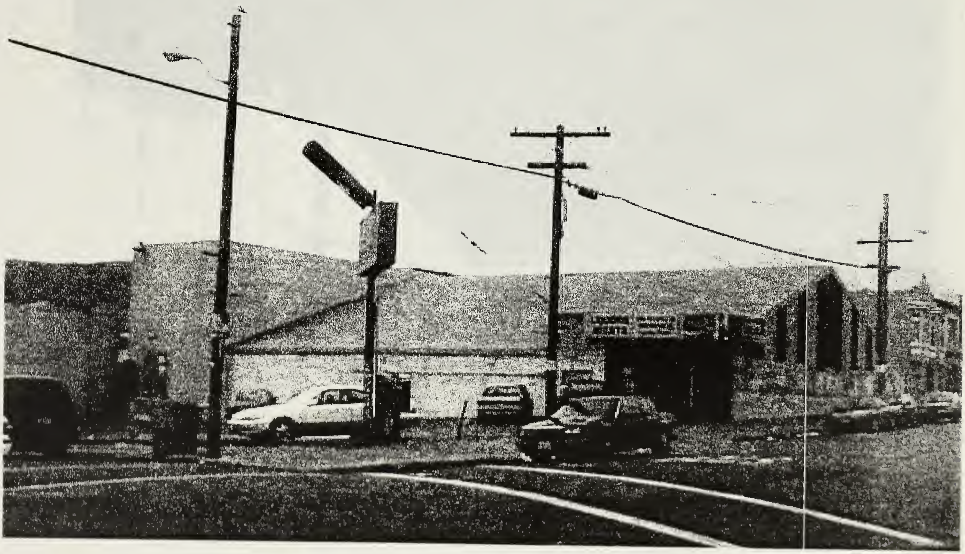
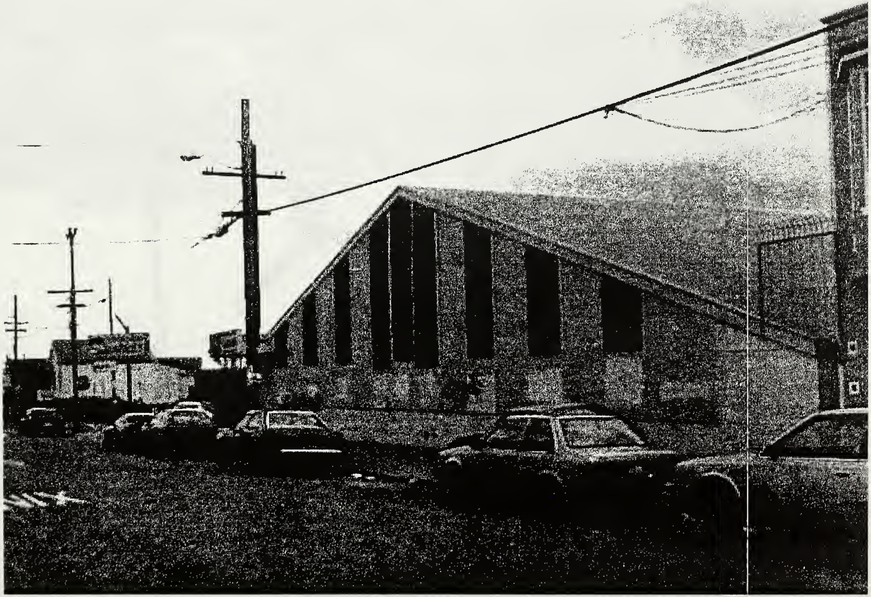
201 – 231 Leland (1 of 2)
Looking west on Leland



201 – 231 Leland (2 of 2)
Looking east on Leland



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian

Re: Relocation Strategy Review

Date: April 15, 2003

We have presented information to the Commission on relocation/interim branch library services plans in October and December 2002. That material is attached for your information. We have also been working closely with community members from the Excelsior neighborhood and library/bond program staff to determine how to provide interim services during the impending closure of the Excelsior Branch in Fall 2003.

Today we are recommending to the Commission that a strategy of limiting the provision of temporary facilities to the Richmond neighborhood only be adopted. We are recommending that you allocate funds that are not used for temporary facilities to support bond program projects so that it can be completed as promised to the voters in November 2000. Although the closure of any library facility is a difficult inconvenience, it is in the best interest of the Library and the City that the branch facilities are permanently improved. All efforts will be made to work with community groups in each neighborhood to determine how interim services can be most appropriately provided and to ensure that the Library's presence remains highly visible in the neighborhood during the branch closure.

Relocation and moving costs

$4,320,000 has been allocated for relocation and moving in the bond program budget. Please see below the recommended use of the relocation and moving funds.

Use of funds	Proposed 12/02	Proposed 4/03
Moving – new branches	$250,000 5 branches @ $50,000	$50,000 5 branches @ $10,000
Moving – existing branches	$550,000 11 branches @ $50,000	$380,000 19 branches @ $20,000
Interim facilities	$2,500,000 8 sites @ $312,500	$500,000 1 site @ $500,000
Bookmobiles	$800,000 2 @ $400,000	$300,000 2 @ $150,000
Support Service Center Technology/telephones	Included in interim facilities	$250,000
Portables	$200,000 2 @ $100,000	N/A
Total	$4,300,000	$1,480,000

With every month of implementation of the bond program, we have more definite information on program needs and costs. With this information, we have modified the initial allocation of funds for relocation/moving. With the modified scope of interim services, $2,840,000 would be made available for support of all bond projects.

Services during branch closures

Staff is suggesting that an interim facility be planned for the Richmond Branch only. We anticipate the longest (two years) closure for this facility and it is in a rather unique geographic area of the city, without too many branches nearby. It is also a key resource branch and the second busiest branch in the system. Staff is already beginning to search for possible sites for a temporary facility. We expect to close the Richmond Branch in Fall 2004 so it is not too soon to begin to locate a facility. If we were able to identify facilities that met the Library's needs and were available at no charge in other neighborhoods, we would certainly consider providing services in the alternate locations, but it is unlikely that we will find such locations at no charge.

We are in the process of purchasing two new bookmobiles that will be placed in various neighborhoods during branch closures. We plan to work with each neighborhood to review service alternatives and tailor a service plan during the branch closure that will meet the specific needs of that neighborhood. We have been pursuing that effort in Excelsior, have reviewed a number of potential relocation sites, none of which have been suitable or available, and are now developing plans for alternate services during the closure. Please see the attached "Excelsior Interim Services Update".

Recommendation

We are recommending that the Commission adopt a strategy of providing a temporary facility for the Richmond Branch Library only and redirecting $2,840,000 to support bond program projects. The reasons include the following:

- We are approaching the end of the site acquisition phase of the bond program, which is the phase that included the greatest unknown factors. It should be much more feasible to contain design and construction costs to estimated budgets than has been true for site acquisition. But, in order to meet the project scopes as planned, funds allocated to relocation/moving need to be redirected to bond program projects.
- The Commission could wait until the award of Proposition 14 funds in Cycle 2 and 3 are known, which could relieve some of the pressure on the bond program, but by making this decision at this time, a clear direction would be affirmed that the Commission sees as a priority completing all projects as promised to the voters in November 2000. The adoption of this strategy would potentially make funds available to address unknown situations during the life of the program as well as to possibly enhance the scope of some projects.
- A clear question of priority is presented here –is it a better investment to spend bond dollars on interim facilities or on the City's permanent branch libraries? Staff recommends that the investment in permanent facilities should be a priority.

Attachments

Excelsior Interim Services Update 4/15/03

As a follow up to the SFPL community meeting on December 7th, the Interim Services Community Work Group (composed of community members, the Branch's CNL representatives, library/bond staff, and Supervisor Sandoval's aide) met on January 14 and March 24, 2003. The group discussed alternative sites, book- mobiles, hours at nearby branches, place for special collections, book returns, children's services, and neighborhood communication.

Alternative sites:
SFPL has considered 6 vacant storefronts:

- 4550-4564 Mission/previously Woolworth's – Art House is still seeking funds to lease space from Rite Aid. Unlikely to be ready by September.
- 4721 Mission/previously McDonalds – Interior in poor condition. Owner not interested in short term lease.
- 4750 Mission/Mission Child Care Consortium – Second floor space available though no ADA elevator. Not clear on what sort of floor load can be accommodated.
- 4760 Mission – Poor condition and monthly rent of $9,000.
- 4575 Mission/previously a theater – Unable to contact broker or owner. Unacceptable sloped floors are usually found in theaters.
- 4430 Mission/leased by On Lok- Not available.

Bookmobiles/Book Drops:
The Library is in the process of acquiring a bookmobile to place at one site in the Excelsior 4-6 days a week and locate a book drop at the same location for 24 hour use. The following sites (in order of preference) are being considered:

- Safeway (manager's considering)
- Cala (manager's considering)
- Valente Marini Perata Funeral Home (next to Safeway)
- Balboa Park BART station
- Church/school parking lots
- A neighborhood parking spot on the street

Other branches:
A survey of Excelsior Branch users was conducted to see what other branches patrons would use during renovation. Library staff analyzed this, along with a survey on the transit of materials and is recommending opening Glen Park (the closest branch) on Monday and Sunday and letting the public know that Mission and Chinatown are already open 7 days/week.

Special Collections:
The Excelsior Branch houses a unique Filipiniana collection. The staff is surveying the collections' users as to where they would prefer to house the bulk of the collection. The results will be tallied in 2 weeks.

Children's services:
One of the priorities of the Community Work Group was to secure places to hold the Excelsior Branch library's children's programs. SFPL has talked to the directors of the Excelsior/OMI Neighborhood Beacon Center and the Excelsior Youth Center (run by the Boys & Girls Club) and they are interested in holding homework help, summer reading, and other special programs at their sites. The staff is also contacting other organizations in the neighborhood.

Communication:
At the suggestion of the Community Work Group, a ten-foot banner will be hung on the front of the branch, announcing "Branch Renovation Coming Soon." There will also be regular handouts for users on the closure timeline and hours/services at other branches. The editor of the Gateway Gazette plans to run a "countdown to closure" item regularly in the paper.

Programwide Budget Review
SCENARIO A- STATE GRANTS RICHMOND ONLY ($4,633,870)
4/15/2003

Category	Item	Original	Approved	Proposed	Difference
Program- wide Services & Costs		**$22,355,000**	**$27,316,500**	**$23,997,628**	**$3,318,872**
	Library Costs & Consultants	800,000	800,000	800,000	0
	Management Costs & Consultants	750,000	750,000	750,000	0
	City Program Management	3,600,000	3,600,000	3,600,000	0
	Real Estate Department Labor	120,000	120,000	235,281	(115,281)
	Art Enrichment	0	302,000	302,000	0
	Relocation & Moving	4,320,000	4,320,000	1,480,000	2,840,000
	Furniture & Equipment	15,000,000	16,000,000	16,000,000	0
	Bond Financing Costs	2,915,000	1,500,000	1,500,000	0
	Unallocated Bond Interest Proceeds			(293,204)	293,204
	Bond Interest Proceeds Subject to Arbitrage*			(429,052)	429,052
	Allocated Bond Interest Proceeds			(163,500)	163,500
	Unfunded Prop 14			5,366,103	(5,366,103)
	Program Reserve	0	5,074,500	0	5,074,500
Site Acquisitions & New Construction		**$30,526,500**	**$31,722,500**	**$32,438,500**	**($716,000)**
	Glen Park	4,610,000	4,698,000	4,698,000	0
	Ingleside	4,388,000	4,843,000	4,843,000	0
	Portola	4,388,000	4,388,000	4,388,000	0
	Visitacion Valley	5,210,500	5,210,500	5,926,500	(716,000)
	Support Services	8,626,000	8,626,000	8,626,000	0
	Mission Bay	3,304,000	3,957,000	3,957,000	0
Renovations & Expansions		**$75,233,500**	**$70,076,000**	**$70,076,000**	**$0**
	All Design & Construction	75,233,500	70,076,000	70,076,000	0
TOTAL		**$128,115,000**	**$129,115,000**	**$126,512,128**	**$2,602,872**

NOTE: Interest earned this fiscal year is subject to arbitrage payments, calculated at fiscal year end.

Programwide Budget Review
SCENARIO B- STATE GRANTS PORTOLA ONLY ($2,400,000)
4/15/2003

Category	Item	Original	Approved	Proposed	Difference
Program- wide Services & Costs		**$22,355,000**	**$27,316,500**	**$26,231,525**	**$1,084,975**
	Library Costs & Consultants	800,000	800,000	800,000	0
	Management Costs & Consultants	750,000	750,000	750,000	0
	City Program Management	3,600,000	3,600,000	3,600,000	0
	Real Estate Department Labor	120,000	120,000	235,281	(115,281)
	Art Enrichment	0	302,000	302,000	0
	Relocation & Moving	4,320,000	4,320,000	1,480,000	2,840,000
	Furniture & Equipment	15,000,000	16,000,000	16,000,000	0
	Bond Financing Costs	2,915,000	1,500,000	1,500,000	0
	Unallocated Bond Interest Proceeds			(293,204)	293,204
	Bond Interest Proceeds Subject to Arbitrage*			(429,052)	429,052
	Allocated Bond Interest Proceeds			(163,500)	163,500
	Unfunded Prop 14			7,600,000	(7,600,000)
	Program Reserve	0	5,074,500	0	5,074,500
Site Acquisitions & New Construction		**$30,526,500**	**$31,722,500**	**$32,438,500**	**($716,000)**
	Glen Park	4,610,000	4,698,000	4,698,000	0
	Ingleside	4,388,000	4,843,000	4,843,000	0
	Portola	4,388,000	4,388,000	4,388,000	0
	Visitacion Valley	5,210,500	5,210,500	5,926,500	(716,000)
	Support Services	8,626,000	8,626,000	8,626,000	0
	Mission Bay	3,304,000	3,957,000	3,957,000	0
Renovations & Expansions		**$75,233,500**	**$70,076,000**	**$70,076,000**	**$0**
	All Design & Construction	75,233,500	70,076,000	70,076,000	0
TOTAL		**$128,115,000**	**$129,115,000**	**$128,746,025**	**$368,975**

NOTE: Interest earned this fiscal year is subject to arbitrage payments, calculated at fiscal year end.

Seymour Lubetzky — transformed library cataloging

By Wolfgang Saxon
New York Times

Seymour Lubetzky, who helped librarians channel the rising tide of information with his ingenious transformation of cataloging, died April 5 in Los Angeles. He was 104.

Mr. Lubetzky worked for years at the Library of Congress, where he started in the 1940s sorting out an overwhelming backlog of books waiting to be entered into the library's soaring inventory. In the 1960s he taught at UCLA, where he retired in 1969 as a professor at the School of Library Service.

The Dewey Decimal Classification assigns numbers to books to organize them on library shelves. But Mr. Lubetzky's theories went beyond the numbers to provide descriptive rules for identifying a book and condensing its nature into a meaningful but concise catalog entry in a place where a user might look for it.

"Classifying is one thing," said Elaine Svenonius, emeritus professor of information studies at UCLA and co-editor of a book on Mr. Lubetzky. "Describing a book for a catalog is quite another."

Mr. Lubetzky, fluent in six languages, after retirement continued his work as a consultant in the United States and overseas. His contributions were crystallized in two books, "Seymour Lubetzky: Writings on the Classical Art of Cataloging," edited by Svenonius and Dorothy McGarry (Libraries Unlimited, 2001); and "Future of Cataloging: The Lubetzky Symposium, April 18, 1998; University of California, Los Angeles" (American Library Association, 2000).

He was born Shmaryahu Lubetzky in Zelva, a village in what is now Belarus, and taught in a private Hebrew school system before coming to the United States in 1927. In 1932 he received a master's degree in German at UC Berkeley, where he also studied at the library school, and became a cataloger at UCLA.

He drew attention with his writing about prevailing library practices in Library Quarterly and with a presentation at the 1939 annual meeting of the American Library Association, where he laid out his ideas for improvement. In 1943, the Library of Congress hired him for six months to review its badly clogged system of recording newly received publications, an appointment that soon became permanent.

Mr. Lubetzky faced an arcane system encrusted with redundancies, inconsistencies and irrelevancies. He set out to start over with what became the library's "Rules for Descriptive Cataloging" of 1949.

He was the theorist of his profession, and his rules introduced a system of organizing information, applicable in libraries as well as in private offices or on the Internet. His rules made changes as simple and logical for users as having the heading for a book published by a UCLA department list the university's name directly, rather than starting with the institution's location, California, and then getting to its name, Barbara Tillett of the Library of Congress explained.

Mr. Lubetzky left the Library of Congress in 1960 to join the new School of Library Service at UCLA. In 1969 he published his masterwork, "Principles of Cataloging," which condensed his thoughts on the subject and became a staple for library schools.

Last year, just before his 104th birthday, the American Library Association awarded him an honorary lifetime membership, its highest honor.

Mr. Lubetzky is survived by two sons, David of Washington and Richard of Los Angeles, and a grandson. His wife of 47 years, Beatrice Charnas Lubetzky, died in 1981.

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